

**AGENDA for the ~~REGULAR~~ BUDGET MEETING  
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1**

**\* 6:30 p.m. October 16, 2018 \***

**Jefferson High School Library**

(Board packet available upon request at the Central Office.)

This agenda is subject to changes until the Friday preceding the meeting. Please check the school website at [www.jhs.k12.mt.us](http://www.jhs.k12.mt.us) for the most current agenda and the packet of associated materials for the meeting.

**A. Call to order-Chairperson**

1. Pledge of Allegiance

**B. Announcements and Public Comment.** *Please see information printed on the back of the agenda and in the brochure at the entrance to the meeting about speaking to the board during this time.*

**C. Student Report**

**D. Staff Report**

**E. Committee Reports - brief review**

**F. Administration Reports** – *The board briefly reviews the written reports provided in board packet. Some specific, anticipated items are listed below. The Board will not take action on items in a report unless the item appears as an action item in the new or unfinished business sections of the agenda.*

1. Clerk/Business Manager – Staff breakfast PIR
2. Principal/A.D.
  - a. Breakfast/Snack program
  - b. Student, Staff, Activity Handbooks
3. Superintendent
  - a. Literacy update
  - b. 21<sup>st</sup> Century program offering
  - c. Safety Plan
  - d. Crisis Plan
  - e. Count Day

**G. Unfinished Business- Action is always possible for Unfinished Business items.**

**H. New Business – Action is always possible for New Business items.**

1. Personnel – Action
  - a. Substitute applications – K. Synness, F. Cansler
  - b. Coaching evaluations, spring – possible closed session
  - c. Coaching positions – recommendations – Speech and Debate, assistants in wrestling, cheer, drama, music
  - d. Superintendent evaluation - possible closed session
  - e. New personnel – recommendation - para position
  - f. Resignation - Thilges
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. Board Self-Evaluation
4. Board formulates annual objectives (1610)
5. Board's instructional plan and evaluation (2130)
6. Board reviews and approves At-Risk Plan (3610)
7. Basin trustee vacancy – resignation letter received
8. Trail Easement discussion
9. Proposed Pre-ROTC club
10. Approval of Corrected 1819 Budget for permissive Building Reserve
11. Approval of classification of fund balances
12. MOUs/Interlocal Agreements with Boulder Elementary School – School Foods & Literacy Grant
13. Safety Plan update
14. 1<sup>st</sup> Reading Policies
  - a. 3300 Suspension and Expulsion – Corrective Action and Punishment
  - b. 5330 Maternity Leave
  - c. 5329 and 5329P Long-Term Illness/Temporary Disability/Maternity Leave
  - d. 1401 Records Available to Public
  - e. 1420 School Board Meeting Procedure
  - f. 3141 Discretionary Non-resident Student Attendance
  - g. 4330 Community Use of School Facilities
  - h. 4330F School Facilities and Grounds Use and Liability Release Agreement
  - i. 5002 Accommodating Individuals with Disabilities and Section 504 of the Rehabilitation Act of 1973

- j. 5010 Equal Employment Opportunity and Non-discrimination
- k. 5460 Electronic Resources and Social Networking
- l. 550 Payment of Wages Upon Termination
- m. 6110P – Superintendent – Board Job Responsibilities
- n. 7260 Endowments, Gifts, and Investments
- o. 7320 Purchasing
- p. 7332 Advertising in Schools – Revenue Enhancement
- q. Procurement of Supplies or Services
- r. 8123 Driver Training and Responsibility
- s. 8124 Student Conduct on Buses
- t. 4330F1 Assumption of Risk Waiver Form
- u. 8130 Air Quality Restrictions on Outdoor Activities, Practice, and Competition
- v. 8426 Therapy Animals
- w. 8426F Request for use of Therapy Animal in School
- x. 5000 Personnel Goals

**A. Communication and Comments**

- 1. Letters to the Board - Trustee resignation

**B. Commendations and Recognition**

**C. Consent Agenda**

- 1. Approval of Previous Minutes and High School Claims and Accounts – action

**D. Follow-up/Adjournment – upcoming three months**

- 1. Chair/Superintendent article for paper
- 2. November/December – Superintendent presents administrative in-service program

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: November 20, 2018 6:30 P.M. Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.**

***All board meetings are held in the Jefferson High School Library, on the third Tuesday of each month at 6:30 p.m. (Exceptions often occur in May and August to follow legal requirements.) For updates, call the district office at 225-3740.***

**Jefferson High School Board Members**

Sabrina Steketee, chair (Boulder area position)  
 Travis Pierce vice-chair (At-Large 2 position)  
 Larry Rasch (At-Large 3 position)

Kevin Harris, (At-Large 1 position)      Stacy Hale (Basin area position)  
 Cami Robson (Clancy area position)      Denise Brunett (MT City area position)

***Announcements and Public Comment.*** The board welcomes and encourages public comment and wishes the public comment process to be fair and orderly. Written comments may be submitted to the board through the District Clerk's office. Individuals wishing to address the board at the board meeting must sign in on the sheet provided. The clerk will collect the sheet when the meeting begins. Comments on topics that are on the agenda may be made when the meeting reaches that item's point on the agenda. Comments on non-agenda items may be made during the "Public Comment" agenda item. To avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments that would infringe upon the privacy rights of any student, staff member, or member of the public during his/her designated time to speak. Abusive or obscene comments will not be allowed. Time allowed for comments may be limited. Individuals will only be called upon twice for the same topic after all persons have been called upon and as time permits. The Board may not respond to and will not take action on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.

## **Mission Statement**

*The Jefferson High School District #1's mission is to provide the best possible education for our youth for whatever path of life they choose; to be the school of choice for students, teachers, and staff; and to be the heart of the communities we serve.*

## **Our vision for the future:**

### **Students:**

- Achieve high test scores and graduation rates that are competitive nationally;*
- Graduate with a plan for life that they feel well equipped to pursue;*
- Choose our school over others because of our solid reputation;*
- Feel happy, challenged, safe, and supported throughout their time here;*
- Appreciate and fully engage in our activities that augment our core curriculum; and*
- Have access to technology that enhances their learning opportunities.*

### **Teachers:**

- Actively support students with their time, attention and obvious commitment;*
- Have the tools and resources necessary to do optimal work;*
- Are proud to work here and of their contribution to the school;*
- Are committed to continuing education and the use of best practices;*
- Look at our District as a long-term career commitment; and*
- Feel confident about the Board's decisions and plans.*

## **Our Administration and Board**

- Commit to be knowledgeable about best practices*
- Establish, devote themselves to, and evaluate their priority goals on a regular basis; and*
- Work as a collaborative team to make decisions that always focus on what is best for students, teachers and our communities.*

### **Our communities:**

- Are knowledgeable of and highly respect our commitment to excellence; and*
- Support our work in many ways – their time, funds, levy votes, ideas, and enthusiasm about our students and their activities.*

From the desk of:

 *orie*

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September/October 2018

## **GENERAL REPORT ITEMS**

### *PAYROLL REPORT*

Payroll warrants -88765 to -88697 (direct deposits) and 40871 - 40962 were approved by the superintendent and paid in September and October.

### *MASBO REGION 4*

As part of the MASBO board, I continue to match mentors with mentees. I will be attending the ASBO International conference the 20<sup>th</sup> – 25<sup>th</sup> in Kissimmee, FL. Florida was hotter than I prefer but since we were rarely outside, I survived. I came back with several new ideas and lots of information.

### *CURRENT OFFICE ITEMS*

A few hours each day are used for preparation for the school audit in November.

### *NEW BUSINESS ITEMS*

When I presented the numbers for the budgets in August, I inadvertently included only the increase portion for the Building Reserve Fund. The intention was that the increase would be added to the fund balance. That would be the approved expenditure budget. I am asking that you approve the increased budget.

As part of our audit each year, we are required to classify each fund balance. I will have a spreadsheet breakdown for you at the meeting. This is a fairly recent addition to our required items and I cannot say that I am very well versed in its application. One year I followed the auditor's suggestions and when the audit came around, she said I had it wrong. The next year I changed it and it was also not how she felt it should be. It is one of those financial items that really do not affect the day-to-day operation of the school but may have an impact on our ability to levy or run a bond.





## Principal's Report

October 16, 2018

We are through midterm of the first quarter (September 19<sup>th</sup>). The midterm grade were submitted and available the Infinite Campus for the first time. We continue to improve our reporting of classroom achievement through each course.

MAPs testing was conducted September 24-26. The scores have been briefly analyzed (late-In on October 5) by the staff. Teachers are reviewing in the scores with the students and setting goals for our winter testing session. The staff will continue to use the MAPs data to improve instructional practice. We are also working on improving the testing protocol with a change in assignments, schedules, and proctoring. These changes will be effective during our winter testing.

Homecoming was celebrated October 1-5. We kicked Homecoming Week off on Friday, September 28 with hall decorating and painting the "J". The week of homecoming we had dress-up days each day. We released early (2:00) on Thursday, October 4. The cheerleaders organized a pep rally and the student body prepared floats following the pep rally. Friday of homecoming was a busy day with the Run for 75, Powder Puff football, Macho Volleyball, Parade, Booster Carnival, Community Barbeque, and Football Game. Saturday we hosted a volleyball tournament which brought in 7 of the 8 Class B teams represented at the 2017 Class B State Tournament. This being my first homecoming experience at JHS, Panther Pride is alive and well!

Members of the literacy improvement team attended a fall workshop at Fairmont on October 1 and 2. It was a great training. We will implement a vision and instructional framework at our next late-in (October 17). Our literacy consultant also visited on Thursday October 11. She visited some classrooms and offered suggestions for improvement. Mrs. Pace and I met with her administratively to plan our next steps.

We had two great assemblies on Wednesday and Thursday (October 10-11). Missoula Repertory Theatre did a short play, "Merlin", then worked with our drama students for the first couple periods. Thursday, "The Running Man", Mark Norwine shared his documentary and met with student on mental illness and suicide.

I will start the first round of teacher evaluation beginning this week. I have implemented the EPAS system and will use Google Forms to collect the data for the evaluations. Teachers are scheduled by date of hire. I will conduct both a formal and summative evaluation with each teacher meeting before and after classroom visits.



## Principal's Report

September 18, 2018

The school year is off to a good start. The first week the freshmen arrived early on August 20 and staff had a half-day PIR on Infinite Campus. Tuesday, August 21<sup>st</sup>, all students arrived for a half-day, and teachers used the PIR to review expectations from Mr. Norbeck, Mr. Moodry, and Ms. L. Carey. It was decided that a memo on expected behaviors would be sent home, which went out on August 30th (see enclosure).

The last week in August began with teacher PIR on Monday (8/27). The PIR began with a two hour ACE (Adverse Childhood Experiences) training with Barb Reiter and Pam Hanna. The rest of the day teachers learned how to use the Newsela program to help students with reading intervention and the Literacy Grant. We had our first OLWEUS Training August 28.

The week of September 4-6 was business as usual. Our first late arrival was on Wednesday the teacher did professional development led by Mrs. Erickson. The PD covered various strategies in writing, vocabulary as well as a follow-up discussion of ACE's training with Mrs. Layng. Mr. Dave Stratton from WET Engineering gave a CAD demonstration to Mr. Heimanns CAD and Industrial Technologies classes. It was a great presentation about real world applications of CAD.

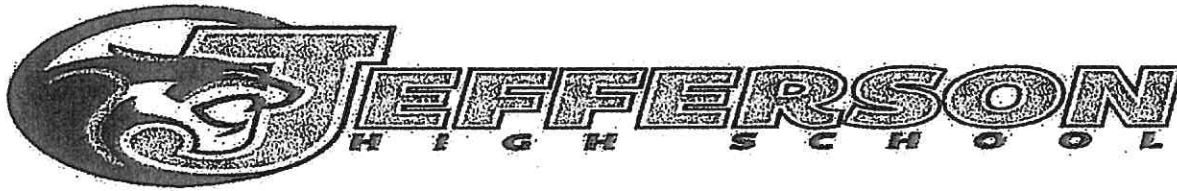
Last week we began with our first staff meeting on Monday at 7:45. We reviewed the fire drill procedures and checked-in for weekly events. Tuesday, we conducted our first fire drill. The evacuation was efficient and productive. We found some area to work on and a debrief email was sent to all staff. This year's first Panther of the Week was Mariah Maichel. You can find the Panther of the Week announcements on the school website and the JHS App.

It has been a goal of mine to be in all the classrooms everyday to checkin with students and teachers. I have been able to do this all but one day (which I only made it to half the classrooms). I have also been publishing the Moodry Minutes on the website and app. I give a recap of the previous week and give upcoming events in video format. A new episode airs every Friday. I continue to work on updating and streamlining our communications/social media.

### Activities Update:

Thus far, we have hosted a cross-country meet, three football games (one in Missoula), and three volleyball games. The cheer squad and pep band will perform at all our home events and post-season tournaments. Student Council, Science Olympiad, and FCCLA have had their initial meetings. The 2018 Homecoming will be October 1-5 (see attached). The 21<sup>st</sup> Century Afterschool programs began on September 10<sup>th</sup>. Students have a different activity available every day.

In discussion with our Southern B division, we have the lowest priced activities passes and admission. We are proposing our admission prices be increased to \$5 from \$4 for students/seniors beginning immediately. For the 2019-20 school year we propose to increase our participation fee from \$20 to \$25, adults from \$35 to \$40, and family from \$100 to \$120.



August 28, 2018

Greetings,

Welcome to another school year! We have distributed student handbooks in English classes this week. We have created this Student Behavior Areas of Focus to build a more positive and productive learning environment. The intent is also to set forth my expectations to students, parents, and staff.

Please read, review, sign, and return the back page of the handbook acknowledging you have completed this activity. The following will be some areas of focus for the staff and administration. This document will be reviewed with students.

We are in review of the handbook and will recommend some changes at the September school board meeting on September 18 at 6:30pm. Please feel free to offer public comment at that time.

If there is something you feel should be addressed contact me at 225-3317 or [mike.moodry@jhs.k12.mt.us](mailto:mike.moodry@jhs.k12.mt.us).

I am looking forward to a great school year!

Sincerely,

Mr. Moodry

JHS Principal

### **2018-19 STUDENT BEHAVIORS AREAS OF FOCUS**

#### **Attendance:**

Student will be allowed eight (8) absences during a semester per class period. Following the 9th absence, a committee of teachers and principal will conduct a hearing to recommend loss of credit for the course(s). Students must be in the classroom prior to the tardy bell. If a student is tardy they must receive a tardy slip from the staff member from where they are coming or from the office. Students will not be admitted to the class without a tardy slip. Multiple tardies will be addressed according to the handbook (which are hours of Friday Opportunity depending on the number of tardies).

#### **Dress Code:**

"Apparel must be modest and decent." Please read the most common violation below.

##### **Girls**

1. Skirts are allowed under the same length restrictions as shorts (may not be above mid thigh or fingertip length with arms extended to the side).
2. Pants (jeans/leggings) must fit to the degree that underwear is not exposed.

3. Tops must have shoulder straps that are at least 3 inches in width and cover any undergarments. Tops without straps (boat tops or off-the-shoulder shirts) must cover at least 3 inches above the shoulder.

#### **Boys**

1. Pants (jeans/leggings) must fit to the degree that underwear is not exposed.
2. No athletic undershirts or underwear will be worn as outer garments. Mesh shirts are not allowed unless worn over a t-shirt.

#### **General Guidelines**

1. No headgear will be worn in the building.

Violation of any of the provisions of the dress code will result in the student being required to change clothes and time lost in doing so must be made up after school. Repeat offenders will be assessed disciplinary action.

#### **Cell Phone:**

Cell phone will only be allowed before school, after school, lunch and during passing times (between periods). Teachers may allow cell phones to be used for educational purposes during class. Parents, please refrain from calling or texting your student during school time.

Consequences for violation will be as follows:

First Offense: Device turned into the office and returned at the end of the day

Second Offense: Parents will be required to pick up the phone in the office

Third Offense: Principal will meet with student and parents with the recommendation to check the phone at the office daily or leave the phone at home.

#### **Hall Passes:**

Hall passes will vary from teacher to teacher. Students must have some form of hall pass to be outside the classroom during instruction time. Students will only be allowed out of the class one at a time. If a student is excessively in the hallways during class time, they will only be allowed to leave class in an emergency.

#### **Food and Beverages:**

Food and beverages (non-colored or unsweetened) will be allowed to the discretion of the teachers on non-carpeted areas. Students are responsible for cleanup. If the custodians find excessive messes, the privilege of food and drink will be suspended.

#### **Announcements:**

Announcements will be read during third period, and during announcement/snack period by the teacher.

#### **Snack Period:**

We will have a daily snack period from 10:37-10:44. The Family and Consumer Science Department will have a snack available for sale in the cafeteria during that time. *Vending machines are to be used only before and after school, as per federal law.* Snacks may be consumed in the cafeteria or other non-carpeted, teacher supervised and approved areas.

During school hours open flavored beverages must be contained in spill proof, auto closed container, (such as a CamelBak or Contigo bottle) and are only allowed in the classroom with teacher discretion). Food is allowed with teacher permission. Garbage must be disposed of properly. It is important that students and staff keep these materials cleaned up and non-disruptive to the cleaning personnel. This is a privilege that can be lost! No food or drink is allowed at any computer station.

## JHS Proposed Dress Code

~~The District's dress code is established to teach grooming and hygiene, to prevent disruption, and minimize safety hazards.~~

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Students should be given the most choice possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school and must be explained within the dress code. Any dress deemed to disrupt the educational process is inappropriate.

1. Basic Principle: Certain body parts must be covered for all students
  - a. Clothes must be worn in such a way that genitals, buttocks, and nipples are covered with opaque material. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
2. Students MUST wear:
  - a. Clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
  - b. Shirts and dresses must have fabric in the front and on the sides (under the arms).
  - c. Clothing that covers undergarments.
  - d. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
  - e. Specialize courses may require specialized attire
3. Students MAY not wear:
  - a. Headwear
  - b. Clothing having pictures or words, which contain profanity, hate speech, suggestive phrases or references to alcohol, tobacco products, drugs or violence.
  - c. Images or language that creates a hostile or intimidating environment
  - d. Midriff Baring shirts
  - e. Visible underwear
  - f. Bathing suits
4. Students will keep jackets in lockers. Backpacks and bags determined to be reasonable size by school administration may be used in class and between classes to transport materials. Bags must be able to be stored under desks and not in a place that can create a trip hazard for others. Students choosing to use backpacks must also understand policy 3231 allows school administration, teachers, and support staff the right to search bags if there is reasonable suspicion that illegal items may be hidden or contained within the backpack. If use of backpacks create a hazard or restrictions are being ignored, backpacks can be revoked from the student by school administration.

~~A student with a shirt deemed inappropriate will be asked to remove that shirt and another more acceptable shirt will be provided.~~

3. ~~Special requirements for attire may be given for extracurricular activities and special areas such as the shop, science lab or home economics classroom.~~
- ~~4. All students are to wear proper footwear at all times.~~
- ~~5. All apparel must be modest and decent. No bare midriff is to show when standing relaxed. Tank top straps must meet or exceed 3 finger widths. No undergarments will be shown at any time.~~
- ~~6. Excessively sloppy dress will not be allowed. Clothes shall be clean and in good repair. Clothing with excessive holes or those above mid thigh length will not be tolerated.~~
- ~~7. Suggestive patches or emblems will not be worn.~~
- ~~8. Any Head Gear is not to be worn in the building during the school day.~~
- ~~9. Shorts and skirts will be allowed under the following guidelines:~~
  - ~~a. The hem shall reach no higher than mid thigh.~~
  - ~~b. No spandex, unless worn under shorts.~~
  - ~~c. No sweats or cutoffs, unless properly hemmed.~~
- ~~10. Sunglasses are for outside rather than in classrooms.~~

#### ~~Girls~~

- ~~1. Skirts are allowed under the same length restrictions as shorts.~~
- ~~2. Pants (jeans) must fit to the degree that underwear is not exposed.~~

#### ~~Boys~~

- ~~1. Pants (jeans) must fit to the degree that underwear is not exposed.~~
- ~~2. No athletic undershirts or underwear will be worn as outer garments.~~

Violation of any of the provisions of the dress code will result in the student's being required to change clothes and time lost in doing so must be made up after school. Repeat offenders will be assessed Disciplinary action.

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## 2018 JHS Homecoming Schedule

Friday--September 28

Decorate Hallways and Paint the "J"

- Staff that are able to attend would be appreciated and rewarded with lunch provided by Mr. Moodry and Mr. Norbeck.
- We will run a student bus (Montana City Store 7:22 return at 4:10 from JHS) .
- Painting Paws (Student Council w/help)

Monday-October 1

- College Day

Tuesday-October 2

- Twin Day

Wednesday-October 3

- Hawaiian

Thursday-October 4

- Panther Pride (Wear your purple and gold)
- CC @ 7 of 7 Meet Helena TBA
- Shortened schedule. 2:11-4:06
  - 1st 8:00-8:46
  - 2nd 8:49-9:35
  - 3rd 9:38-10:24
  - 4th 10:27-11:13
  - 5th 11:16-12:02
  - Lunch 12:02-12:30
  - 6th 12:30-1:16
  - 7th 1:19-2:05
- 2:05-2:35 Pep Rally North Gym
- 2:36-4:06 Float Decorating/Carnival Setup (JHS Boosters are giving a pizza party for best float)
- 4:00 VB vs Broadwater (Homecoming) Announce Royalty 6:00 game 7:00

Friday, October 5

- We will run bus schedule (Montana City Store 7:22 return at 4:10 from JHS).
- 9:00AM 4-75 Run
- 11:00AM Powderpuff
- 12:00PM Macho Volleyball
- 1:30PM Lineup for Parade
- 1:45PM Parade
- 2:15PM Carnival (All Clubs are encouraged to have a booth, JHS boosters will donate all the money back to your organization)
- 5:00PM Booster BBQ
- 7:00PM Kick Off

Saturday

VB--JHS Tournament 9:00AM



# SAFETY PROCEDURE MANUAL

Revised 9/7/2018

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## COMMUNICATION PROCEDURE FOR PERSON IN CHARGE

**Fire.....225-4075**

**Ambulance.....225-3196**

**Sheriff.....225-4075**

**Boulder Police.....225-3694**

**Poison Control.....1-800-525-5042**

Inform dispatcher specifically where your command post is (the location where the Person in Charge or his/her designee can be found at all times). Remain there until help arrives.

If it is necessary to send anyone to a hospital by ambulance for a serious injury, send a staff member along to serve as a liaison between the hospital and district administration, with instructions to relay progress reports as soon as possible.

<b>Immediately Report Crisis to:</b>	<b>Home</b>	<b>Cell</b>	<b>Office</b>
THE OFFICE OF SUPERINTENDENT (If no answer, one of the principals)	N/A	498-4539	225-3740
CHAIRPERSON OF THE SCHOOL BOARD			
RED CROSS (IF NECESSARY) WILL CONTACT			
<b>ADMINISTRATIVE CHAIN OF COMMAND</b>			
High School Emergencies			
Tim Norbeck	N/A	498-4539	225-3740

### MEDIA PROCEDURE

The only means to inform the general public is by the mass media (radio, television, and newspapers). We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore **MUST BE AVOIDED**.

**PLEASE ALERT ALL STAFF TO THE FOLLOWING DIRECTIVE:** After calling emergency series and following safety procedures for your building, it is imperative that employees **IMMEDIATELY** relay factual information regarding any emergency or disaster to the Superintendent's office. (This phone will **ALWAYS** be answered.) The Superintendent's office will notify other school district people determined necessary to respond to the emergency.

Superintendent, or their appointed designees will handle the release information. Please refer ALL media to them.

### BUILDING CHAIN OF COMMAND (Person in Charge)

	<b>Home</b>	<b>Cell</b>	<b>Office</b>
Tim Norbeck		498-4539	225-3740
Mike Moody		490-1816	225-3317
Dan Studevant		439-9297	225-3317

## **ALTERNATE SCHOOL LOCATIONS**

(Except for Hazardous Materials, see Hazardous Materials Section for exceptions)

The following locations have been secured for immediate, temporary housing of students before they are bused to another safe alternate site.

St. Catherine's Catholic Church	214 S Elder	225-3222
Boulder Elementary	205 S Washington	225-3316

The students will walk to these locations and then be bused to the fairgrounds until the emergency is over. If the emergency is resolved before the end of the school day, students will return to the school and school will be dismissed with the buses running as usual.

In the rare event an alternate site is needed, a phone call MUST be made to alert the people in the alternate facility. If the alternate location is not a school, a "Hold Harmless Agreement" will be signed by the school district and the property owner assuring them that students will be supervised by district employees while on the premises and the school has insurance to cover any injuries or property damage while the students are at their facility. The property owner, school, and administrative office will each have copies of the agreement.

Some Special Education students may need special transportation. Make arrangements following instructions under section "References Unique to Your Building."

## **JEFFERSON HIGH SCHOOL DISTRICT #1 HOLD HARMLESS AGREEMENT**

In consideration of the use of \_\_\_\_\_  
for a temporary shelter for school children during a School District determined emergency, Jefferson High School District #1 to defend and hold harmless for injuries or property damage arising out of such use. The coverage is to be in effect while students are at your location. The students will be supervised by District employees while on your premises.

You will be notified by the School District before any students are brought to your facility.

## **FIRE DRILL PROCEDURES**

1. At the sound of the fire alarm, all students must exit the building in a prompt, safe, and orderly fashion.
2. The first pupils outside must move away from the building so they do not block the exit from those following.
3. Teachers are responsible to see that students move away from the building, take roll call, and cross the street when necessary to clear the area.
4. The principal of the building will be responsible for preparing an evacuation diagram for each floor of the building under his/her supervision. It shall be posted on the wall in every classroom.

## **POLICY STATEMENT OF THE SUPERINTENDENT**

School authorities have both a moral obligation and a legal responsibility to provide for protection of public property and life, health and property to students, faculty and staff emergencies.

A comprehensive, concise and specific plan has been developed and coordinated to cover emergencies and will consist of a plan for the high school in Boulder, Montana.

Plans will include checklists and lines of succession and emergency assignments clearly designated. Consideration must also be given to security and preservation of essential records and sensitive areas such as boiler room and electrical panels.

See tab "Emergency Numbers-Communication Procedure" for the name of the Person in Charge to succeed me in the event of my absence or incapacitation.

This Crisis Procedure must be previewed and updated annually prior to the commencement of school in August. Any changes will be provided to the principal and must be reflected in all procedure manuals immediately.

Tim Norbeck, Superintendent

## **STATEMENT OF CIVIL DEFENSE DIRECTOR'S RESPONSIBILITY**

The Jefferson County Office of Disaster and Emergency Services (Civil Defense) will assist school officials in disaster awareness. Their responsibilities include:

1. Collection, analysis and dissemination of information concerning potential disasters.
2. Establishment of a warning system to assure that school officials receive immediate word of any situation that may cause a threat to the schools or their students.
3. Coordination of fire, sheriff, and other support for the schools, both in disaster planning and in the event of an actual disaster.
4. Assistance in the training of school personnel who may require special training as a result of their disaster response assignment.
5. Assistance in dealing with state or federal officials during the recovery phase.

## **POLICY STATEMENT OF THE PRINCIPAL**

Each school's Crisis Procedure plan will be updated yearly to better reflect the actions required to minimize the loss of life and injury to persons and to property.

The principal will be the planning coordinator and will involve the necessary staff to accomplish the objectives. Faculty responsibilities for implementation of the plan will be assigned by position.

Assignment of duties to specific individuals does not relieve other school employees from acting in their areas of responsibility in emergencies.

At least once a year, within one month after school commences, the principal will arrange for a faculty meeting for the purpose of reviewing the validity of the plan and to update the staff regarding new procedures.

A chain of command (Person in Charge) that will include names and phone numbers of the persons to succeed the principal in the event of his absence or incapacitation will be designated in writing on tab "Media Procedure-Building Chain of Command" and prominently displayed in the school office.

## **PRINCIPAL'S CHECKLIST**

1. Determine command post in your building (that location where Person in Charge or designee can be found at all times), usually the office so there is access to a telephone. Appoint a person to stay by the phone.
2. Assign written chain of command (Person in Charge) in your building and have posted in the building administrative office. Record names on the tab "Media Procedure—Building Chain of Command". Alert all personnel to their assignment.
3. Have first aid equipment and instruction in designated shelter area in your building.
4. Review teacher checklist with staff on a regular basis and be certain each teacher has a check list available at his/her desk in his/her classroom.
5. Review custodian checklist with staff on a regular basis and be certain each custodian has this list immediately available in his/her office.
6. In an emergency, see Chain of Command listed below for Person in Charge. It is mandatory that the Person in Charge be easily identified by wearing a "Person in Charge" badge (provided). Person in Charge will arrange for checking of all restrooms, vacant rooms and locker rooms.
7. Secretary will secure all records and office valuables in a safe place.
8. Confirm that roll count of students is received at command post.
9. If a student is released to an individual other than parent, get a signed statement from that person including the child's name, pickup time, the person picking up the student and the final designation.

Reference unique to your building: See final tab.

### **CHAIN OF COMMAND (PERSON IN CHARGE)**

Tim Norbeck, Superintendent	225-3740
Mike Moody	225-3317



**EMERGENCY MEMO**  
**JEFFERSON HIGH SCHOOL – BOULDER, MONTANA**

**TO:** All parents and/or Guardians of Jefferson High School  
**FROM:** Tim Norbeck, Superintendent of Schools  
**RE:** Emergency Procedures for Jefferson High School

Jefferson High School District #1 has just updated the Crisis Procedure manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus or by transportation provided by parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience for all of us. The responsibilities are shared by school, staff and parents.

IN MOST EMERGENCIES YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS A BROKEN GAS OR WATER MAIN, A FIRE OR A SUDDEN LOSS OF UTILITIES IN BAD WEATHER) STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL'S ALTERNATE SITE, OR ANOTHER SAFE SITE TO BE ANNOUNCED AT THE TIME.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. TURN ON YOUR RADIO. We will keep the media accurately informed of any emergency.

KBLL-AM/FM, 99.5 Helena

2. PLEASE DO NOT COME TO THE SCHOOL. Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:

a. If, for any reason "school" must be evacuated during regular school hours, your child will be taken to and cared for at an alternate site.

b. Stay tuned to the radio stations for updated, accurate reports and information provided by the school district administration concerning when and where to pick up your child.

## **TRANSPORTATION PROCEDURES**

In the event of a disaster or emergency, the Superintendent, acting under Board authority, may close the schools and arrange transportation for bus students. Schools affected will be advised by the Superintendent's office as to the option to exercise depending on the nature of the disaster.

### **OPTIONS:**

1. Immediate closure of specified schools and transportation of the students either to their homes or to alternate locations.
2. Placement of school buses at pre-determined schools in readiness to transport should the situation require.
3. Holding of students at schools and provision of shelter at the school.
4. Acceleration of regular transportation schedule (run the regular route but ahead of schedule with no deviations).

## **PUPIL DISMISSAL PROCEDURES**

Once the dismissal order is received from the proper school authority, the principal will:

1. Relay dismissal instructions to every classroom by most rapid and efficient means.
2. Review dismissal procedure already provided to parents to assure that it will be followed. This procedure should provide guidance regarding parents who have made special arrangements for care in the event the parents are not at home.
3. Designated school personnel will inspect the entire structure once dismissal is completed to assure the building is empty and any precautions dictated by the Fire Plan or other specific disaster plans are taken.
4. School principal may request assistance from Administration and or Department of Emergency Services to assure that students disperse from the school building to minimize hazards and reduce congestion.
5. All dealings with the news media and the public must be handled through the Superintendent's office.

## **CUSTODIAL CHECKLIST**

1. Cut off gas and water supplies immediately.
2. Cut off electricity, ONLY if directed to do so.
3. In the event of an earthquake or crisis that damages buildings, provide the person in charge with condition report and damage survey. Always send two people for initial damage assessment.

References unique to your building: see final tab.

**CHAIN OF COMMAND (people in charge)**

	Home	Cell	Office
Tim Norbeck		498-4539	225-3740
Mike Moodry		490-1816	225-3317
Dan Studevant		439-9297	225-3317

**TEACHER CHECKLIST**

**IF INDOORS:**

1. If advised by Person in Charge, stay in your room.
  - a. Immediately take roll count of students.
2. Take protective action if building is threatened.
  - a. Keep children away from windows and outside walls.
  - b. Take shelter under desks, tables and heavy furniture.
  - c. Move away from light fixtures and other suspended objects.
  - d. Shut off or disconnect any electrical or gas operated appliances.
  - e. Be alert to any developing threats such as broken water pipes or electrical wires.
  - f. Communicate roll count of students and situation to the Person in Charge.
  - g. Be prepared to evacuate if advised to do so.
  - h. If advised to evacuate, follow the fire drill plan.
  - i. EARTHQUAKE ONLY—Leave doors to room open to prevent jamming.
  - j. NUCLEAR WARNING—Move to inner core of building to the lowest level openings to the outside. Remember, SHIELDING IS REQUIRED.
  - k. PLANE CRASH—Be prepared to evacuate if advised to do so, following fire plans with possible modifications.

**IF OUTDOORS:**

1. EARTHQUAKE (can happen without warning)
  - a. Move away from building to open space.
  - b. Avoid overhead wires and utility poles.
  - c. Lie flat, face down. Wait for earth to stop moving. The rolling motion of the earth is frightening, but not dangerous.
  - d. Keep students assembled and take roll count of students. Be prepared to provide this information to the Person in Charge.
  - e. Do not light fires or touch any fallen wires.
  - f. Do not enter building until authorized to do so.

**SUDDEN LOSS OF UTILITIES IN SEVERE WEATHER**

1. When advised by Person in Charge, evacuate building.
2. Proceed to alternate site for your school.
3. If repairs cannot be made to the school to allow classes to resume, parents can pick up their children at the appropriate alternative site.

Information on where students may be picked up will be supplied by the

school district administration and will be broadcast on radio and television. The parents of students who are to walk or be bused home will be notified by phone. Parents of high school students driving their own vehicles will also be called.

KBLL-AM/FM 99.5 Helena  
KTVH-TV12 Helena

## **SEVERE STORM/OTHER WEATHER-RELATED EMERGENCIES**

1. If a severe storm or other weather-related emergency is forecast and has hit the area, the Superintendent of Schools will determine if school will open for the day.
2. Tune to the Boulder, Helena, and Butte radio stations for early morning reports.  
KDGZ-FM 98.3 Boulder  
KOPR-FM 94.1 Butte  
KBOW-AM 550 Butte  
KBLL-AM/FM 99.5 Helena
3. Other school district personnel not employed at elementary or secondary schools will be advised by the same radio report whether or not they are to report for work.
4. If a storm develops during the day, our primary means of warning of a severe storm or other weather-related emergency will be by the WEATHER ALERT WARNING radio. The Superintendent will determine the action to be taken and advise the principals. The news media will be informed by the school administrators of the procedures being followed. Bus Drivers will call parents of all students on their bus routes. In town students' parents will be advised to pick them up at school.

## **EARTHQUAKES**

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

The school staff and students should be guided by the following:

### **IF INSIDE:**

1. Don't panic. If protected from falling objects, the rolling motion of the earth is frightening but not dangerous.
2. To protect from falling objects, take cover in this manner:
  - a. Use triangle of safety.
  - b. If no cover is available, get against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows or other expanses of glass.
3. All doors should be left OPEN to minimize jamming if the building shifts.
4. Stay put and take best cover. Do not attempt to run through building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desk or furniture, get against wall or inside doorway and crouch.

### **IF OUTSIDE:**

1. Move quickly away from building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take roll count of students and report to Person in Charge as soon as safe.
4. Do not attempt to enter building until authorized to do so.

5. Do not light fires or touch fallen wires.
6. Be alert for instructions from Person in Charge.

## **HAZARDOUS MATERIALS SPILL OR LEAK**

The main threats include toxic vapors or major fire explosions.

### **STUDENTS ARE INSIDE:**

1. Unless the threat is obvious or imminent, DO NOT EVACUATE THE BUILDING until advised by public safety official in charge.
2. Close all doors and windows and turn off heating or ventilation equipment (try to make the building an airtight environment).
3. If evacuation is required, direct all evacuees out of the downwind side of the building.
4. Evacuees will walk or use provided transportation-NO PRIVATE VEHICLES.
5. Alternate sites will depend on the distance needed for safe refuge, the wind direction and may not be the normally designated building(s).

### **STUDENTS ARE OUTSIDE:**

1. If outside, move the students upwind if possible.
2. Don't step in or get near any spilled materials.
3. Follow directions of public safety official in charge.

## **UNEXPECTED EXPLOSIONS**

1. When advised by Person in Charge, evacuate building using fire drill plan, with possible modifications.
2. Proceed to alternate site for your school (See Alternate School Location tab).
3. If possible, students will be sent home by walking or bus, or parents can pick them up at the alternate location. Information on the picking up of students will be supplied by the school administration and broadcast on radio and television.

## **TORNADO**

While considered a remote possibility, tornadoes have occurred in the Townsend area and must be included in the overall Crisis Procedure Plan.

Information regarding tornadoes will be broadcast on the Weather Alert Warning radio.

occur.

2. **TORNADO WARNING**—means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.

The best shelter from a tornado is a specially constructed fallout shelter. Lacking this, a steel framed or reinforced concrete structure is best. If this type structure is not available, take these precautions:

1. Stay away from windows.
2. Get beneath heavy furniture. Otherwise, lay face down, head covered, along the wall of an interior hallway on the lowest floor available.
3. Avoid auditoriums, gyms or any room with a wide free span roof.
4. If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

## **FLOODS**

In general, there will be advance warning of an impending flood.

**The following guidelines will be used:**

1. Notify the principal or **PERSON IN CHARGE**.
2. Notify necessary emergency services.
3. Notify the Superintendent's office of the probable flood situation.

**The teachers will attend to the welfare of their students:**

1. Prepare to evacuate to alternate sites, if informed to do so.
2. Coordinate efforts for transportation of students.
3. If time allows secure individual classroom area.
  - a. Put all books, materials and equipment on shelving.
  - b. Empty file cabinets.
  - c. Empty desks (students take book with them).

**The principal or their designee will:**



1. Coordinate efforts with the Superintendent's office to inform parents regarding the flood situation and the status of the students. Local, Helena and Butte radio numbers stations will be utilized.

KDGZ-FM, 98.3, Boulder(Superintendent of Schools will take care of this notification)  
KOPR-FM, 94.1 Butte at (406) 494-9999  
KBOW-AM, 550 Butte at (406) 494-3699  
KBLL-AM/FM, 99.5 Helena at (406) 449-7791  
KTVH-TV 12 Helena at (406) 457-1212

2. Notify utility company and request all power and gas be shut off.

## **PLANE CRASH**

Be prepared to evacuate, if advised to do so, following fire drill plan, with possible modifications.

## **NUCLEAR WARNING PROCEDURES**

1. The primary means of warning of a nuclear attack will be by the Weather Alert Warning radio located in the administration office of each building. TAKE IMMEDIATE PROTECTIVE ACTION.
2. In the event a Public Shelter (marked with a black and yellow "Fallout Shelter" sign) is not available, take the following steps:
  - a. Remember SHIELDING IS REQUIRED. This means to move to the center of the building of the lowest level (if there is more than one story) away from outside walls or any openings to the outside.
  - b. The heavier, thicker and denser the shielding materials are between you and the outside, the better the protection.
  - c. Radiation is carried by physical particles of dust or dirt. If you keep this dust and dirt out, you are minimizing the amount of radiation exposure.
  - d. If at all possible, keep a portable radio and monitor the Emergency Broadcast Station. If this is not possible, be alert to attempts by Civil Defense officials to get information to you.

## **BOMB THREAT PROCEDURES**

1. Use your Threat Call Checklist (see below).
2. Upon receipt of a bomb threat, the person receiving the call should make every attempt to:
  - a. Prolong the conversation as much as possible.
  - b. Identify background noises.
  - c. Note distinguished voice characteristics.

- e. Determine the caller's knowledge of the facility.
- f. **DON'T HANG UP THE PHONE!** (Use another phone to call authorities.)
3. The person receiving the call will immediately alert the sheriff at 911.
4. The principal will confirm notification of the sheriff.
5. The principal will decide whether to evacuate the school immediately.
6. The bomb can be almost anything, ranging from the most overt bundle of dynamite and clock to cleverly concealed, perfectly ordinary objects. A briefcase, tool boxes and pieces of pipe have been used. You will be looking for something that doesn't belong.
7. If what appears to be a bomb is found, **DO NOT TOUCH IT.** The sheriff's department will take charge.
8. If the caller indicates a time the bomb is due to explode, and the principal determines the threat is valid, the standard fire drill with possible modifications will be announced for evacuation of the facility.
9. Evacuate personnel at least 300 feet from the building. During inclement weather and a possible prolonged search, move students to your school's alternate location (see alternate location tab).
10. Check absentee list for possible clues to who might have phoned in the bomb scare.
11. Attendance will be taken when the students are assembled away from school. Give roll count to Person in Charge.
12. Alert office of Superintendent of Schools.

**IF BOMB THREAT CALL IS RECEIVED AT HIGH SCHOOL OR ELEMENTARY MAIN OFFICE:**

1. Use threat Call Checklists: **DO NOT DISCONNECT INCOMING CALL LINES.**
2. Immediately call the sheriff's department at 911
3. Call the school involved.
4. Alert Office of Superintendent of Schools.

## **BOMB THREAT—THREAT CALL CHECKLIST**

**DON'T HANG UP THE PHONE**

*(use another phone to call sheriff)*

Record the exact words used by caller.

**ASK**

- Is it a time bomb?
- How will you set off the bomb?
- What time is it set for?
- Where is it?
- What does it look like?
- Why are you doing this?
- Who are you?
- Who do you want to hurt?

**VOICE ON THE PHONE CHECKLIST:**

\_\_\_\_ Man  
\_\_\_\_ Intoxicated

\_\_\_\_ Woman  
\_\_\_\_ Speech Impediment

\_\_\_\_ Child  
\_\_\_\_ Accent

\_\_\_\_ Other \_\_\_\_\_

**BACKGROUND NOISE CHECKLIST:**

____ Music	____ Children	____ Talk
____ Airplane	____ Traffic	____ Typing
____ Machines	____ Other	

**DO NOT HANG UP THE PHONE** (use another phone to call the sheriff at 225-4075)

Person receiving call, immediately notifies authorities and gives above information, then notify person in charge and alert Superintendent's office.

DATE: \_\_\_\_\_ Time of Call: \_\_\_\_\_

Distribute copies immediately as shown below:

cc: Immediate Supervisor  
Superintendent's Office

## **SUICIDE**

In the event of a suicide, the school's primary consideration is the prevention of additional suicides or attempted suicides. Treatment and care for students, especially those particularly affected, should continue for as long as it is needed. This longer term care should be developed on a case by case basis. The following plan is designed to meet the immediate needs of the student body in general.

The initial response upon verification of a suicide should be to protect the privacy of the family. The problems a family encounters take precedence over the curiosity of others. **REQUIRE STATEMENTS REGARDING THE DEATH TO COME FROM THE DESIGNATED SPOKESPERSON.**

### **DAY ONE**

1. Gather principals, counselors, and crisis team as identified by each school.
2. If needed, provide additional counselors from community resources:
3. Brief the teachers regarding the student's behavior to expect and how to deal with it (hand out suicide guidelines).
4. Provide rooms and additional staff for students who wish to talk as needed.
5. There would be an obvious void in the classroom with the student missing. Make a counselor available to follow the students schedule especially on the first day.
6. Send information home to parents concerning the situation and alert them to any danger of which they should be aware. Encourage parents to attend the funeral with their children.

### **DAY TWO**

1. Have counselors and community resources available to assist students or staff having a particularly difficult time with the tragedy.
2. Provide extra supervision in non-instructional areas such as:
  - a. restrooms

- b. locker rooms
  - c. areas of the school infrequently used
3. Provide phone number of counselors for further assistance.
  4. A district committee, made up of counselors, administrators, and other personnel with pertinent expertise, will meet to formulate follow-up procedures regarding the tragedy.

# NOTES

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**MEMORANDUM OF UNDERSTANDING  
SCHOOL RESOURCE OFFICER PROGRAM  
AT \_\_\_\_\_ SCHOOLS**

**CITY OF \_\_\_\_\_ POLICE DEPARTMENT  
\_\_\_\_\_ PUBLIC SCHOOLS**

We do hereby agree that it is mutually beneficial to all parties for \_\_\_\_\_ Police Officers to be assigned as School Resource Officers to schools within the City of \_\_\_\_\_. It is understood by all parties that officers are employees of the City of \_\_\_\_\_ Police Department.

The purpose of this document is to facilitate a clear understanding of roles, duties, and responsibilities. This Memorandum of Understanding (MOU) is being set forth on this \_\_\_\_\_ day of \_\_\_\_\_, 2012 with full recognition that the agreement and document must be a living document to allow for program evolution and provide for some City of \_\_\_\_\_ and \_\_\_\_\_ School District variances, needs, and future changes. This MOU is being set forth to provide universal clarification of expectations, to minimize confusion, and to provide for consistency between officers, schools, principals, and directors.

**The \_\_\_\_\_ Police Department recognizes and supports the need for safe schools and a safe learning environment for our youth.** In furtherance of that goal, the \_\_\_\_\_ Police Department School Resource Officers shall work in partnership with school officials toward this end. The schools will provide a private office, office furnishings, telephone, and a computer to the SRO for his/her use in the school. The Police Department will provide any required police equipment, including radios and motorized and non-motorized vehicles to the SROs.

## **MISSION STATEMENT - SCHOOL RESOURCE OFFICER PROGRAM**

*Through education and enforcement and by cooperative efforts with the school staff, the students, the parents, the courts, the surrounding neighborhood, and the community's social service organizations, the SRO program strives to assist the schools with providing a safe school and neighborhood environment, and strives to hold juveniles responsible for their actions and prevent individual problems from developing into patterns of delinquency.*

**POLICE DEPARTMENT  
SCHOOL RESOURCE OFFICER PROGRAM  
PROGRAM OBJECTIVES**

1. Friendly contact between the Police Department and the City's youth.
2. Assistance and information sharing concerning problems and issues affecting the schools and students.
3. Education of children regarding the role of laws, courts, and Police in society.
4. Protection and education of children involving molestation, involvement with older law violators, and other harmful influences.
5. Investigation of cases involving juveniles and use of effective alternatives to court whenever possible.
6. Prevention of crime or delinquent behavior by juveniles within the School Resource Officers' areas of assignment.
7. Effective problem solving and liaison with neighborhoods surrounding the schools, which are affected negatively by the conduct of students.

It should be recognized that School Resource Officers:

- ♦ are encouraged to act and work as a school official when requested, and to work as a team with other school officials for the betterment of students and the school and neighborhood environment as a whole;

- ♦ are encouraged to work extra curricular activities as requested by the school administrator. It is recognized by all parties that these assignments provide further opportunities for crime prevention and crime detection. Any work by the SRO in this capacity will be approved by the assigned Police Department Supervisor and will be consistent with the FLSA and Police Union Contract. The SRO will not be used as a replacement officer for off-duty/special duty assignments. It will not relieve the School District of the need to provide adequate security at special events. All after hours work shall be approved by the SRO supervisor in advance;

- ♦ are expected to keep the school principal or his designee informed about law enforcement action which occurs on school property and/or which may involve a student. This, of course, will occur consistent with the laws of the State of \_\_\_\_\_.

- ♦ are police officers assigned as Uniform Patrol Officers of the Operations Division of the \_\_\_\_\_ Police Department. As such, their primary responsibilities are to



investigate criminal cases involving youth, maintain order through the enforcement of local, state and federal laws, and enforcement of the school code of conduct for the purpose of maintaining a safe and effective learning environment in the schools;

♦ are to be involved in school discipline, When it pertains to preventing a disruption that would, if ignored, place students, faculty and staff at risk of harm, the SRO will resolve the problem to preserve the school climate. IN ALL OTHER CASES, disciplining students is a School District responsibility, and the SRO will take students violating the code of conduct to the principal where school discipline can be meted out.

♦ are governed by the rules, policies, shifts, schedules, procedures and practices of the \_\_\_\_\_ Police Department and the City of \_\_\_\_\_, under the supervision of an assigned Sergeant;

♦ are expected to attend all training, meetings and appointments assigned by the Police Department. It is recognized that some of these will conflict with officer availability at the school during normal school hours. These conflicts will be minimized as much as possible but the potential exists that such requirements will take precedence over school presence. The officer shall strive to keep the school principal or his representative informed about his/her absences and/or activities as appropriate on a need to know basis;

♦ are governed and covered by the current Collective Labor Agreement between City of \_\_\_\_\_ and the \_\_\_\_\_;

♦ are considered by the City of \_\_\_\_\_ as "non-exempt" employees covered by the Fair Labor Standards Act and subject to it and the Police Union Contract for compensation and pay; Duty assignment in the summer months, when school is not in session, will be under the direction of the Police Operations Commander. SRO's may also be required to work regular police duty assignments, at other times when school is not in session, when so directed by the Police Operations Commander;

♦ are police officers and not school teachers, school administrators, nor school counselors. The officers will assist teachers with classroom presentations on relative topics when requested and able. They will also work with families, individual students and other school staff members with counseling and guidance efforts when requested and appropriate. We, the undersigned, encourage team work, partnerships, cooperation and coordination between the officers, their supervisors and the school administrators and their staff, as well as with the surrounding neighborhood;

♦ SROs, School Administration for the respective schools and the assigned Police Supervisor will meet at the beginning of each school year to determine the goals and objectives of the SRO for the respective school. An assessment mechanism will be developed jointly, in an effort to determine the effectiveness of the SRO program.

Quarterly and year end meetings will be held to determine progress and to make adjustments as needed.

### **SELECTION AND FINANCIAL CONSIDERATION**

Officers will be selected by means of a joint selection committee, comprised of three (3) representatives from the \_\_\_\_\_ School District who will be appointed by the Superintendent of Schools and three (3) representatives from the \_\_\_\_\_ Police Department who will be appointed by the \_\_\_\_\_ Chief of Police. The Selection Committee will make recommendations to the Chief of Police. While he will duly consider the Committee's recommendations, selection of each School Resource Officer is within the sole discretion of the Chief of Police.

### **PROGRAM ASSESSMENT**

The School Resource Officer Program will be assessed annually, and the evaluation will be conducted jointly between the \_\_\_\_\_ Police Department and \_\_\_\_\_ Public Schools. The following areas, at a minimum, will be used to evaluate the program:

- ♦ Success of established goals and objectives.
- ♦ An internal survey of high school administration, faculty and student council members, primarily concerning perceptions of safety and security.
- ♦ Traditional police-citizen contacts (citations, arrests, FIRs, etc.).
- ♦ Non-traditional police-citizen contacts (meetings attended, problem areas addressed, student or family interviews, etc.).
- ♦ Surrounding neighborhood feedback and reaction to police efforts to address issues concerning the schools and students.
- ♦ Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the Principal.

Each officer's effectiveness in the program will be evaluated at the end of each school term. The Principal will provide input into the evaluation. This may include a recommendation to the Chief that the officer not be assigned to that school the following year. The Chief will seriously consider the evaluation and the input of the Superintendent when assigning an officer to a building, and will make a good faith effort to address any concerns raised. Ultimately, however, the final decision on which officer will be assigned as a school resource officer is within the sole discretion of the Police Chief.

### **EFFECTIVE DATE**

This Memorandum of Understanding is effective \_\_\_\_\_, and shall remain in effect through \_\_\_\_\_ unless renewed by agreement of both parties or terminated as provided herein.

**TERMINATION OF AGREEMENT**

Either party may terminate this agreement upon sixty (60) days written notice to the other party.

**MODIFICATION; ENTIRE AGREEMENT OF PARTIES EXPRESSED**

No modification of this Agreement shall be valid or binding unless the modification is in writing, duly dated and signed by both parties.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_ **SCHOOL DISTRICT**

By: \_\_\_\_\_

**SUPERINTENDENT**

\_\_\_\_\_ **POLICE DEPARTMENT**

By: \_\_\_\_\_

**CHIEF OF POLICE**



# MTSBA

Montana School Boards Association

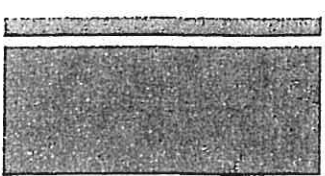
## The Role of School Resource Officers and Associated Legal Issues

# + What is a Student Resource Officer, or SRO?

- The term “student resource officer” is not specifically defined in federal or state law – the term is included nowhere in the Montana Code Annotated.
- The SRO (also sometimes called “Educational Facilities Officer” or “EFO”) is typically a uniformed law enforcement officer permanently assigned to a particular school or schools pursuant to an agreement, contract, or memorandum of understanding with the school district.
- SROs or EFOs can be, and sometimes are, private security personnel employed directly by a school district.
- The very first SRO program was developed in Flint, Michigan, in 1953.



# What Does An SRO Do?



- According to the U.S. Department of Justice, the goals of a law enforcement agency in assigning uniformed officers to work in a public school setting include the following:
  - Reduce school related crime and disorder;
  - Reduce bullying in schools;
  - Address underage drinking;
  - Reduce child abuse and neglect in the home;
  - Reduce school vandalism and break-ins;
  - Improve relations between the law enforcement community and the public;
  - Establish positive relationship with students;
  - Provide security for the school.

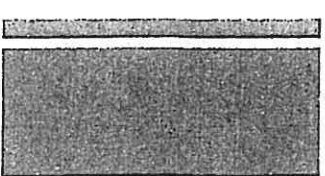
# + What Does An SRO Do?

- From a school district's point of view, an SRO:
  - Provides security for the schools of the district;
  - Responds to criminal activity occurring on school property;
  - Assists district personnel in investigating student disciplinary matters;
  - Participates in the educational mission of the district by educating students about subjects within the SRO's area of expertise;
  - Acts as an informal counselor to students.





# Family Educational Rights and Privacy Act (FERPA) and the SRO

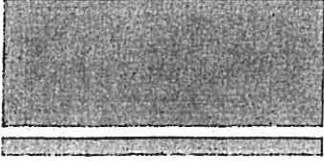


- FERPA is a federal law that protects the privacy of student education records maintained by schools receiving federal funding.
- FERPA generally prohibits the disclosure of information from a student's education record without written parental consent unless one of several exceptions apply.
- There is no FERPA exception that permits the disclosure of protected student information to law enforcement officers without a warrant, court order, or subpoena, other than in the case of a health and safety emergency.
- Granting an SRO open access to student education records would constitute a violation of FERPA.





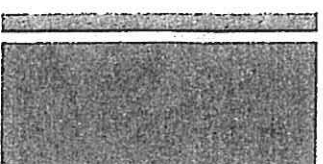
## SRO as "School Official"



- FERPA permits the disclosure of protected student information without parental consent to a school official with a legitimate educational interest in accessing the information.
- An outside party can be designated as a school official with a legitimate educational interest in accessing student information, but only if that party:
  1. Performs an institutional service or function for which the school district would otherwise use employees;
  2. Is under the direct control of the school district with respect to the use and maintenance of education records; and
  3. Is subject to the requirements in 34 C.F.R. § 99.33(a) which prohibits the re-disclosure of student information to any other party without the prior consent of the parent or eligible student..



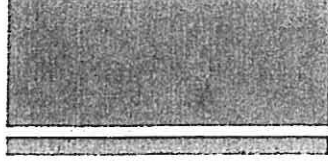
## SRO as “School Official”



- An SRO could possibly be considered a school official with a legitimate educational interest in accessing protected student information under circumstances where an SRO is asked to assist with a student disciplinary matter.
- A “school official” that has received protected student information may only use that information for the specific purpose for which the disclosure was made, and may not disclose the information to any other party without parental consent (unless another FERPA exception applies).
- If an SRO receives protected student information in order to assist school officials with a student disciplinary matter, the information may only be used in connection with student discipline (as opposed to criminal proceedings), and may not be disclosed by the SRO to other law enforcement officials.



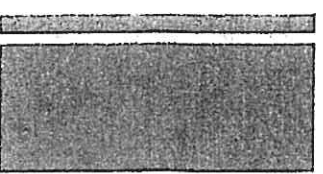
## SRO as “Law Enforcement Unit”



- Another FERPA exception provides that the records created and maintained by a school district’s “law enforcement unit” for a law enforcement purpose are not protected by FERPA.
- A “law enforcement unit” is an individual, office, department, division, or other component of a school district that is:
  - authorized or designated by the district to enforce any local, state, or federal law (or refer enforcement to appropriate authorities); or
  - authorized or designated by the district to maintain the physical security and safety of the agency or institution.”
- However, records provided by a law enforcement unit to other school officials become education records protected by FERPA, and education records provided to a law enforcement unit may not be disclosed further (such as to police for criminal proceedings) without parental consent (unless another FERPA exception applies).



# What about Body Cameras?



- Video taken by a police officer in a school for law enforcement purposes would not constitute a school record protected by FERPA.
- Video taken by a member of a school district's law enforcement unit for the purposes of law enforcement would not be protected by FERPA.
- If a video is provided to school officials for the purposes of student discipline, the video would become a student record protected by FERPA.
- Video provided by a school official to an SRO as either a school official with a legitimate educational interest in receiving the video or as a member of a school designated law enforcement unit may only use the video for the purpose for which it was disclosed (student discipline) and may not disclose the video to third parties, including other police officers or prosecutors without parental consent or unless another FERPA exception applies (subpoena, court order).

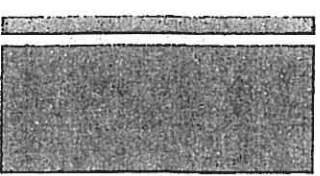


## Reasonable Suspicion or Probable Cause?

- A school official may conduct a search of a student or his or her belongings (backpack, purse, etc.) with a reasonable suspicion of discovering contraband or items that violate laws or school policies.
- A police officer may not conduct a search of a person or their belongings without probable cause. Probable cause means the existence of sufficient facts or evidence to support a reasonable person's conclusion that a suspect has committed a crime.
- An SRO may be either a school official or a police officer, depending on the facts and circumstances of any given situation.



# Reasonable Suspicion or Probable Cause?



- In determining which standard to apply to a search conducted in a school setting, courts have generally reached the following three conclusions:
  1. When a search is initiated by school officials and/or police involvement is minimal, the reasonable suspicion standard applies.
  2. When the search involves school resource officers acting at the direction or request of other school officials, or acting on their own initiative to further educationally related goals, the reasonable suspicion standard applies.
  3. When the search is initiated by, or at the direction or request of, outside police officers probable cause requirements apply. This is generally true whether the search is conducted by school officials, an SRO officer, or the outside police officers.

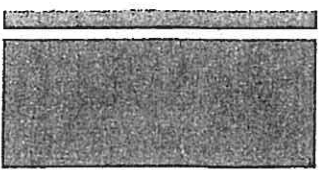


# Reasonable Suspicion or Probable Cause?

- Included in the factors considered by courts when determining whether an SRO is acting as a school official or a police officer are the following:
  - Was the SRO in uniform?
  - Does the SRO have an office on the school campus?
  - How much time is the SRO at the school each day?
  - Is the SRO employed by the school system or an independent law enforcement agency?
  - What are the SRO's duties at the school?
  - Who initiated the investigation?
  - Who conducted the search?
  - Were other school officials involved?
  - What was the SRO's purpose in conducting the search?



# What About Miranda Warnings?

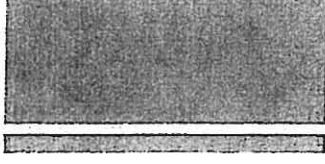


- Whether or not an SRO must inform a student of their Miranda rights prior to questioning the student hinges in large part upon the purpose of the interrogation.
- If an SRO is investigating a matter as a school official for the purposes of student discipline, then a Miranda warning is not required.
- If an SRO is conducting a custodial interview of a student in the context of investigating a crime, then the SRO is acting as a police officer, and not a school official, and Miranda warnings are required.
- In cases where the lines may be blurred because there are issues of both student discipline and criminal investigation, it may be advisable for separate investigations and inquiries to be conducted.





# Documenting the Relationship



- Any time a police officer is assigned to a school as an SRO, there should be a written document setting forth the parameters of the relationship between the school district, the police department, and the SRO.
- It is advisable to address at least the following topics:
  - Financial aspects of the arrangement, including who pays the SRO's salary;
  - The level of authority of school administrators over the SRO in a school building;
  - Training of SRO related to interacting with students, and, in particular, with special needs students;
  - The sharing of records and information;
  - Procedures for initiation of an investigation or search on school property;
  - Duties and educational activities of the SRO above and beyond typical law enforcement duties;



# Questions

Tony C. Koenig  
Director of Legal and HR Services  
Montana School Boards Association  
(406) 442-2180  
[tkoenig@mtsba.org](mailto:tkoenig@mtsba.org)



**Jefferson High School District #1**  
**Board of Trustees**

**Superintendent's Report**

Date: October 16, 2018

Agenda Item: E-3

**3a-At Risk Coordinator Plan**

The At Risk Plan has been in place for the past 4 years and continues to provide support for students at risk. The plan will be incorporated with Montana Behavioral Institute (MBI), the Literacy Grant, and Olweus Bullying Prevention work taking place at JHS and shared with Altacare professionals working with the District. Mr. Michaud will attend the second component of Olweus training later this school year.

**3b-Enrollment**

The enrollment for Jefferson High School has another increase for the 2018-19 school year. The current official enrollment is 271 students. Last year the student population was 262. The final numbers will change with the second OPI count in February and as YDI continues to have fluctuations in client population.

**3c-Montana Council of Educational Leadership (MCEL)**

I have included the information for the October MCEL conference in Missoula. This is a Professional Development opportunity for the administration and school board. The information gives a synopsis of all the sessions that can be attended. There is a lot of great information and I would encourage you to attend if possible.

**3d-Safety Procedure Manual**

Enclosed is the updated Safety Procedure Manual required by all schools in Montana. These updates will need to be approved.

Recommendation

Approve updated Safety Plan

**3e-School Resource Officer (SRO)**

I have included a sample draft agreement from MTSBA regarding a School Resource Officer. I have also included a MTSBA presentation regarding the use of an SRO.

## **PROGRAM STRATEGY**

The intent of this program is to provide assistance to all students at JHS who are at risk. The first key component involves identifying students. Academic and attendance concerns will be identified through the collaboration of administration, faculty, staff, and parents.

All students will be provided appropriate services that include identifying, monitoring, and guidance to assist students with academic performance, career opportunities, and social development. The end goal is improved academic progress, study skills, behavior, and interpersonal relationships. It is important for families to recognize the services that are provided and access them to support the needs of their students.

The program will be coordinated by the Administration team composed of faculty, staff, school counselor, administration, and co-op specialists when needed. The team will meet on a regular basis to identify students in need of support and development an action plan to coordinate proper services needed for success.

## **IDENTIFY STUDENTS WITH NEEDS**

Currently, JHS has between 10-15% of students who fall behind because of a variety of factors that include social, emotional, psychological, and leading to poor academic performance. JHS is committed to providing an appropriate educational plan for all students and provide support for the development of a positive self image and success academically. Program in place as well as additional means will be used to provide an effective program for students. These include:

- Additional assistance programs available during the school day (Time to Learn, EdReady, Literacy Grant components)
- Increased individualized instruction
- Coordination with elementary schools regarding past practices used (MAPPS)
- Continued summer school program for credit recovery (Acellus)
- Coordination with outside agencies
- Learning Center development for enrichment activities
- After school 21<sup>st</sup> Century program

## **IDENTIFICATION FACTORS**

Student placement and program development will be determined based on greatest need and will be assisted by the Administration team. Referrals and placement will be determined based on needs associated with the following criteria:

- Lack of academic success
- Attendance issues
- Discipline referrals
- Poor daily work
- Risk for dropout
- Apathy towards school
- Low academic achievement
- Change in family status and/or stressors
- Homeless

- Mental health issues
- Involvement with the courts
- Bullying and harassment
- Pregnancy

#### **PLAN OBJECTIVES**

The intent of the plan is to provide a program of study to meet the individualized needs of all students to promote academic success. Academic structure and integrity will be maintained and JHS will provide flexibility to create programs beneficial for individualized needs. These objectives include:

- Regular attendance
- Positive self-esteem
- Positive social skills
- Respect for staff
- Appropriate behavioral skills
- Improved self-discipline
- Improved coping skills
- Effective communication skills
- Increased participation in school related activities
- Improved healthy lifestyle
- Increased awareness of career opportunities

#### **SUPPORT PROGRAM**

The use of testing policies currently available will be used to determine academic growth as well as guidelines for career opportunities. Identified students will be tracked through present course obligations and requirements and plans will be articulated to provide the most adequate educational plan.

Proper levels of communication will be formulated between the school, students, and families providing relevant information, support, and resources. JHS will maintain accurate data files of individualized programs and construct a comprehensive listing of services available.

#### **PROGRAM EVALUATION**

The following components will be used by the administration for program review:

- Annual dropout rates (GEMS)
- Annual graduation rates (GEMS)
- Discipline referrals for identified students
- Annual attendance rates (School Master)
- Annual survey information (under development)
- Academic achievement scores (MAPPS, ACT, SAT, ASVAB)
- Annual school activities participation rates
- Administration team observations
- Exit survey for graduates/dropouts (under development)

#### **ROLES AND RESPONSIBILITIES**

- Evaluate students and programs
- Monitor progress
- Coordinate student identification
- Provide In-service and training
- Meet needs of each student
- Serve as a resource for teachers
- Encourage parental involvement (JHS Open Houses, Graduation Matters, CSIP)
- Provide assessment strategies
- Collaborate with staff (Professional Development, late arrivals)
- Coordinate with other agencies (MBI, Jefferson County Health, Altacare, Intermountain Health)
- Mentor students (JHS mentorship program, Peer Mediation)
- Communicate with staff
- Monitor students attendance and behavior (Attendance coach, MBI platform)
- Provide study skills to students (Time to Learn)
- Maintain records
- Select adequate referrals for guidance

### **SIGNS OF SUICIDE (SOS)**

The Signs of Suicide program has been implemented and instruction occurs during the 1<sup>st</sup> semester of each school year. This student and staff driven initiative has become a component of the curriculum and is used by all students. The program uses sequential components to provide adolescents skills in coping as well as identifying key signs associated with students harming themselves. The program also provides training regarding interacting skills that helps and encourages adolescents to seek out and communicate with adults if a crisis occurs.

### **GRADUATION MATTERS**

The 2018-19 school year will include the 5<sup>th</sup> year of a local Graduation Matters program, a community wide effort to encourage and provide support for all students to graduate. Although Graduation Matters has been dropped by OPI, the JHS community will work together to provide assistance to develop strategies on keeping students in school.

Reach Higher Montana will continue to provide assistance and guidance with FAFSA completions. They are also going to provide student assistance during 0 period. These two components are vital in helping both students and families overcome the hurdles of completing these requirements. Assistance will help alleviate stress and improve the efficiency of completion.



# Budget Report

FY 2019

22 Jefferson

0457 Jefferson H S

Submit ID: 0457-87931998

## Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) if < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	2,324,558.83	121,803.17	10%	5.24%	0.00	1,479,248.34	845,310.49	40.62
10 Transportation	250,679.35	50,135.87	20%	20.00%	25,954.20	104,743.51	119,981.64	5.77
11 Bus Depreciation	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
13 Tuition	63,043.00		N/A		9,068.16	0.00	53,974.84	2.59
14 Retirement	276,376.22	23,393.72	20%	8.46%	0.00	276,376.22		
17 Adult Education	29,000.50	0.00	35%	0.00%	24,873.38	0.00	4,127.12	0.20
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	36,695.54	0.00	N/A	0.00%	1,695.54	0.00	35,000.00	1.68
29 Flexibility	32,800.87	0.00	N/A	0.00%	32,800.87	0.00	0.00	0.00
61 Building Reserve	74,883.80	0.00	N/A	0.00%	35,483.80	0.00	39,400.00	1.89
Total of All Funds	3,088,038.11	195,332.76			129,875.95	1,860,368.07	1,097,794.09	52.75

50 Debt Service								
Tax Jurisdiction								
	0.00	0.00	20-9-438	0.00%	0.00	0.00	0.00	0.00

Jefferson High School District No. 1  
Fund Balance Classifications  
as of June 30, 2018

Fund	Unassigned	Authority to Spend			Non-Spendable	Total	(Assigned, Committed, Restricted) Purpose/Function
		Clerk	Board	3rd party			
201 - General Fund	121,803.17	Assigned	Committed	Restricted		\$ 282,031.33	
221 - Comp. Absence		160,228.16				\$ 13,840.51	
226 - Impact Aid		13,840.51				\$ -	
229 - Flexibility		32,800.87				\$ 32,800.87	
Total Combined Funds	121,803.17	206,869.54	-	-	-	328,672.71	
210 - Transportation				76,090.07		\$ 76,090.07	Transportation
211 - Bus Depreciation						\$ -	Capital Purchases (Buses & Radios)
213 - Tuition				9,068.16		\$ 9,068.16	Instruction - Tuition
214 - Retirement				23,393.72		\$ 23,393.72	Retirement
215 - Misc Programs				78,374.30		\$ 129,154.30	Instruction
217 - Adult Ed		50,780.00		24,873.38		\$ 24,873.38	Instruction
218 - Traffic Ed				50,029.74		\$ 50,029.74	Instruction
224 - Hard Rock		110,000.00	101,763.93			\$ 211,763.93	Instruction/Capital purchase
228 - Technology				1,695.54		\$ 1,695.54	Media
250 - Debt Service				-		\$ -	Debt Service
260 - Building						\$ -	O&M
261 - Building Reserve				35,483.80		\$ 35,483.80	O&M
	121,803.17	367,649.54	101,763.93	299,008.71	-	890,225.35	

Stop Here - do not enter Trust, Clearing or Other Special purpose funds unless otherwise instructed

**FUND BALANCE POLICIES:**

1. It is the District's policy to first apply restricted and then unrestricted resources when an expenditure is incurred for which both restricted or unrestricted net position are available.
2. It is the District's policy to first apply committed, assigned and then unassigned amounts when an expenditure is incurred for which amounts in any of these unrestricted fund balance classifications could be used.
3. The District budgets include reserve amounts allowed by MCA. However, no stabilization amounts have been formally set aside for use in emergency situations.
4. A minimum fund balance policy has not been established. The full amount of the fund balance may be used in accordance with the budgets.
5. The District's policy manual contains the District's formal fund balance policy.

**NOTES:**

1. The General, Flexibility and Impact Aid funds are the only funds that can have a **POSITIVE** unassigned fund balance.
2. Other governmental funds with a **NEGATIVE** fund balance should be reported as Unassigned.
3. Committed funds require several official motions (resolutions). First, a resolution must be made to commit the funds and state the purpose. Second, when the board agrees to spend the funds, a resolution must be made to move the committed funds from the committed category to the assigned category. Third, the board must approve the expenditures just like they do for the other expenditures. 4. Amounts reported as Due From Other Funds should be included as non-spendable because the fund does not have the money yet.
5. Other Purposes than those suggested above may be used. These are for sample purpose only.
6. Encumbrances should be reported as assigned regardless of the fund they are in.



THE BOARD OF TRUSTEES

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Records Available to Public

All District records, except those restricted by state and federal law, shall be available to citizens for inspection at the Clerk's office.

Any individual may request public information from the district. The district shall make the means of requesting public information accessible to all persons.

Upon receiving a request for public information, the district shall respond in a timely manner to the requesting person by:

(a) Making the public information available for inspection and copying by the requesting person; or

(b) Providing the requesting person with an estimate of the time it will take to fulfill the request if the public information cannot be readily identified and gathered and any fees that may be charged.

The district may charge a fee for fulfilling a public information request. The fee may not exceed the actual costs directly incident to fulfilling the request in the most cost-efficient and timely manner possible. The fee must be documented. The fee may include the time required to gather public information. The district may require the requesting person to pay the estimated fee prior to identifying and gathering the requested public information.

The district is not required to alter or customize public information to provide it in a form specified to meet the needs of the requesting person. If the district agrees to a request to customize a records request response, the cost of the customization may be included in the fees charged by the district.

~~An individual wishing public information that is in electronic format or other nonprint media must submit a detailed description, to the Superintendent, of the information requested. The District will provide the public information as required under § 2-6-110, MCA.~~

In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following a request.

A written copy of Board minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board. If requested, one (1) free copy of minutes shall be provided to local media within five (5) working days following approval by the Board.

Fees will be charged as follows:

a) Copy of Board minutes - 15¢ per page

b) Copy of other materials - 25¢ per page

THE BOARD OF TRUSTEES

1401

c) Time spent researching a copy project will be charged at the employee's hourly rate of pay.

Legal References:	<del>§ 2-6-110, MCA</del>	<del>Electronic Information and non-print records</del>
	<u>§ 2-6-1003, MCA</u>	<u>Access to Public Information</u>
	<u>§ 2-6-1006, MCA</u>	<u>Public Information requests - fees</u>
	§ 20-3-323, MCA	District policy and record of acts
	§ 20-9-213, MCA	Duties of trustees

Policy History:

Adopted on: February 2007

Revised on: 7/20/2010, X/X/2018

*Note: Lines 6-8 were added to clarify procedure for requests of electronic information.  
2018 revision to match MCA language.*

## THE BOARD OF TRUSTEES

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School Board Meeting ProcedureAgenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Board Chair and members. The Board Chair must approve any items submitted by Board members or members of the public, to be placed on the agenda. Items submitted by Board members to be placed on the agenda must have prior approval of the Board Chairperson. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least ten (10) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures will follow the public comment procedures in district policy. or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairperson at the appropriate time.

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least twenty-four (24) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board may approve the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

## THE BOARD OF TRUSTEES

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Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. If an audio recording of a meeting is made and designated as official, the recording constitutes the office record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved, pursuant to § 20-1-212, MCA.

If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request. A written copy shall be made available within five (5) working days following approval by the Board.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

Electronic Participation

## THE BOARD OF TRUSTEES

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The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business.

If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened. If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Board chairperson and superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The superintendent will take measures to verify the identity of any remotely located participants.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Rescind a Motion

A motion to rescind (cancel previous action) may be made anytime by any trustee that voted on the prevailing side of the motion being considered for revision. A motion to rescind must be properly noticed on the Board agenda for the meeting. It is in order any time prior to accomplishment of the underlying action addressed by the motion.

Cross Reference: 1441 Audience Participation

Legal References:	§ 2-3-103, MCA	Public participation - governor to ensure guidelines adopted
	§ 2-3-202, MCA	Meeting defined
	§ 2-3-212, MCA	Minutes of meetings – public inspection
	§ 20-1-212, MCA	Destruction of records by school officer
	§ 20-3-322, MCA	Meetings and quorum
	§ 20-3-323, MCA	District policy and record of acts Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005

Policy History:

Adopted on: February 2007

THE BOARD OF TRUSTEES

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Revised on: October, 2011 xx/xx/2018

*Note: First revision was addition of Legal Reference 2-3-202, MCA. Second revision was the addition of the “Rescind a Motion” language.*

*Note: Third revision was the addition of language for recorded minutes (lines 3-6 and 22-24 of page 2). It also included a revision of the “Rescind a Motion” language.*

*Note: 2018 revision clarified responsibilities and requirements regarding construction of agenda*

1st Reading

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Discretionary Nonresident Student Attendance Policy

~~The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for the discretionary admission of nonresident students.~~

The parents or guardians of the student must complete and submit to the Superintendent an out-of-district attendance agreement form preceding the requested admission. The Superintendent may accept a late application if good cause is shown.

1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at its discretion. ~~As such, the District will screen all nonresident students and consider only those who meet the criteria set forth in this policy.~~

2. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission.

~~3. Usually, nonresident students who do not qualify for mandatory attendance will not be admitted to District schools. Exceptions are foreign exchange students, under Policy 3145, and children in the immediate family of nonresident District employees. The District, at its discretion, also may consider for admission other nonresident students provided they:~~

~~Be in good standing with the most recently attended school in terms of academics, conduct, and attendance;~~

~~Be able to demonstrate a record free of truancy;~~

~~Be able to demonstrate a clean behavior record in the school last attended for a period of one (1) year;~~

~~Have passing grades in the school previously attended;~~

~~Have correctly completed the nonresident student application process; and~~

~~Present no other educationally related detriment to the students of the District.~~

34. The District will examine a student's records from this District and other previous school districts before any Board approval for admission. Review of the records and decisions regarding admission cannot be inconsistent with District policies regarding nondiscrimination.

~~5. The District has the option of accepting a nonresident student who does not meet the criteria set forth by the administration, if the student agrees to special conditions of~~

STUDENTS

~~admission as set forth by the District.~~

46. The District will not admit nonresident students when doing so would cause the district to exceed the class size standards under 10.55.712 and 10.55.713, ARM require hiring additional staff or providing educational services not currently offered or would create crowding of existing classes.

57. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the ~~semester~~ school year, barring registration in another District. At the completion of the semester, a student must apply as a nonresident student.

68. The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident district pays but waives tuition in those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment).

79. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).

~~10. The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from District schools.~~

811. The Board will not admit any student who is expelled from another school district.

9. Nonresident students enrolled under this policy are subject to all District policies, rules, and regulations on the same basis as resident students.

<u>Cross Reference:</u>	<u>Policy 2161 -2161P</u>	<u>Special Education</u>
	<u>Policy 3110</u>	<u>Entrance, Placement, and Transfer</u>
	<u>Policy 3125</u>	<u>Education of Homeless Children</u>
	<u>Policy 3210</u>	<u>Equal Education, Nondiscrimination and Sex Equity</u>

Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining State or province
	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement



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§ 20-5-323, MCA	Tuition and transportation rates
10.10.301B, ARM	Out-of-District Attendance Agreements
<u>10.55.713, ARM</u>	<u>Teacher Load and Class Size – High School</u>

Policy History:

Adopted on: February 2007

Revised on: XX/XX/2018

*Revision Note: 2018 Revision to clarify responsibilities of District and ensures conformity with ARM rules.*

PERSONNEL

5000

Board Goal/Personnel

~~District staff are invaluable in creating an effective educational program and vibrant learning environment. The Board seeks always to employ highly qualified individuals for all positions in the District. The Board realizes opportunities for staff development should be provided periodically.~~

~~The Board expects supervision and evaluation of staff to be conducted in a positive and helpful manner, with the intent of improving staff performance. The Board looks to staff to promote a positive school climate in all educational endeavors, so students may work toward their greatest potential, and the community will be proud of its investment.~~

~~Nothing contained in the policies or administrative procedures included herein is intended to limit the legal rights of the Board or its agents except as expressly stated.~~

~~Should any provision of Board policy or administrative procedure be held to be illegal by a court of competent jurisdiction, all remaining provisions shall continue in full force and effect.~~

Policy History:

~~Adopted on: February 2007~~

~~Revised on:~~

## PERSONNEL

5002

Accommodating Individuals With Disabilities and Section 504 of the Rehabilitation Act of 1973

~~Individuals with disabilities shall be provided opportunity to participate in all school-sponsored services, programs, or activities on an basis equal to those without disabilities and will not be subject to illegal discrimination.~~

~~The District may provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.~~

~~Each service, program, or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.~~

It is the intent of the District to ensure that qualified employees with disabilities under Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate accommodations or other positive actions in assistance.

The District will not discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment.

The Superintendent is designated the Americans with Disabilities Act Title II Coordinator and, in that capacity, is directed to:

1. Oversee District compliance efforts, recommend to the Board necessary modifications, and maintain the District's final Title II self-evaluation document and keep it available for public inspection.
2. ~~Institute plans to m~~Make information regarding Title II protection available to any interested party.
3. Coordinating and monitoring the district's compliance with Section 504 and Title II of the ADA, as well as state civil rights requirements regarding discrimination and harassment based on disability.
4. Overseeing prevention efforts to avoid Section 504 and ADA violations by necessary actions, including by not limited to, scheduling Section 504 meetings, implementing and monitoring Section 504 plans of accommodation and providing information to employees and supervisors.
5. Implementing the district's discrimination complaint procedures with respect to allegations of Section 504/ADA violations, discrimination based on disability, and disability harassment; and

## PERSONNEL

5002

6. Investigating complaints alleging violations of Section 504/ADA, discrimination based on disability, and disability harassment.

The District's procedure for resolution of complaints alleging violation of this policy is set forth in Policy 1700.

An individual with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services and what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

Policy History:

Adopted on: February 2007

Revised on: xx/xx/2018

Revision Note: Updated to meet 504 standards.

PERSONNEL

5329

Long-Term Illness/Temporary Disability~~/Maternity Leave~~

Employees may use sick leave for long-term illness or temporary disability, and, upon the expiration of sick leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability may be required, at the Board's discretion.

~~Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications. Such leave shall not exceed six (6) weeks unless prescribed by a physician.~~

Leave without pay arising out of any long-term illness or temporary disability, ~~including pregnancy, miscarriage, childbirth and recovery therefrom,~~ shall commence only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits for privileges such as health and long-term illness ~~or temporary disability plans in the event of maternity leave,~~ shall apply under the same conditions as other long-term illness or temporary disability leaves.

The Superintendent shall devise procedures within the intent of Title VII of the 1964 Civil Rights Act as amended in 1978 by the Pregnancy Discrimination Act, and within the scope of applicable law and court rulings in the state of Montana.

~~Legal Reference: § 49-2-310, MCA — Maternity leave — unlawful acts of employers  
§ 49-2-311, MCA — Reinstatement to job following pregnancy-related leave of absence~~

Policy History:

Adopted on: February 2007

Revised on:

Revision Note: Removes Maternity Leave which becomes it's own policy number 5330

PERSONNEL

5329P

Long-Term Illness/Temporary Disability~~/Maternity Leave~~

The following procedures will be used when an employee has a long-term illness or temporary disability, including maternity:

1. When any illness or temporarily disabling condition is “prolonged,” an employee will be asked by the administration to produce a written statement from a physician, stating that the employee is temporarily disabled and is unable to perform the duties of his/her position until such a time.

~~2. Maternity leave will be treated as any other disability. Generally, unless mandated otherwise by a physician, maternity leave does not exceed six (6) weeks. As a disabling condition, maternity leave is not available to fathers.~~

32. In the case of any other extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of disability will vary according to different conditions, individual needs, and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician, unless complications develop which are further certified by a physician.

Procedure History:

Promulgated on: February 2007

Revised on:

Revision Note: Removed Maternity which became its own policy number 5330

Maternity Leave

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications.

It is unlawful for an employer to refuse to grant an employee a reasonable leave of absence for pregnancy. In determining the reasonableness which shall apply to a request for a leave of absence for a pregnancy, an employer shall apply standards at least as inclusive as those which have been applied to requests for leave of absence for any other valid medical reason. Jefferson High School will follow the language in the current collective bargaining agreement as it relates to maternity leave unless mandated otherwise by the employee's physician.

It is also unlawful for an employer to deny to the employee who is disabled as a result of pregnancy any compensation to which the employee is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by the employer, provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform employment duties.

As a disabling condition, maternity leave is not available to fathers.

An employee who has signified her intent to return at the end of her maternity leave of absence shall be reinstated to her original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.

Legal Reference:	§ 49-2-310, MCA	Maternity leave – unlawful acts of employers
	§ 49-2-311, MCA	Reinstatement to job following pregnancy-related
		leave of absence
	Admin. R. Mont. 24.9.1201—1207	Maternity Leave

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

PERSONNEL

5500

Payment of Wages Upon Termination

When a District employee ~~quits, is laid off, or is discharged~~separates from employment, wages owed will be paid on the next regular pay day for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

- The employee agrees in writing to the withholding; or
- The District files a report of theft with law enforcement within seven (7) business days of separation.

If no charges are filed within thirty (30) days of the filing of a report with law enforcement, wages are due within a thirty-(30)-day period.

Legal Reference:      § 39-3-205, MCA      Payment of wages when employee separated from employment prior to payday – exceptions

Policy History:

Adopted on: February 2007

Revised on:

*Note: Revision included the change from 15 days to 30 days in lines 15-16.*



## ADMINISTRATION

6110P

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Superintendent

<b>The Board will:</b>	<b>The Superintendent will:</b>
Select the Superintendent and delegate to him/ her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures which implement Board policy.
Formulate a statement of goals, annually at the regular October Board meeting, reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives, annually at the regular October Board meeting, for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget at the regular August Board meeting.	Prepare and submit the annual budget to the Board at the regular August Board meeting.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for major construction, remodeling, or maintenance.	Recommend contracts for major construction, remodeling, or maintenance.
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.

## ADMINISTRATION

6110P

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<b>The Board will:</b>	<b>The Superintendent will:</b>
Approve collective bargaining agreements.	Supervise negotiation of collective bargaining agreements.
At the regular September Board meeting, assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff shall be presented to the Board at the regular September Board meeting.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of <i>ad hoc</i> citizens' committees.
Conduct regular meetings.	As necessary, attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.	Respond and take action on all criticism, complaints, and suggestions, as appropriate.
Authorize the ongoing professional enrichment of its administrative leader, as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

Legal Reference:     ARM 10.55.701     Board of Trustees

Procedure History:

Promulgated on:     February 2007

Revised on:     February 15, 2011 XX/XX/2018

Revision Note: 2018 revision adds legal reference

**FINANCIAL MANAGEMENT**

Endowments, Gifts, and Investments

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor. Endowments received by the District will be deposited to an endowment fund as an expendable or non-expendable trust. Neither the Board nor the Superintendent will approve any gifts that are inappropriate. Unless conditions of an endowment instrument require immediate disbursement, the Board will invest money deposited in the endowment fund according to the provisions of the Uniform Management of Institutional Funds Act (Title 72, chapter 30, MCA).

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District.

Once accepted, donated funds are public funds subject to state law. Benefactors may not adjust or add terms or conditions to donated funds after the donation has been accepted.

~~Educational foundations which seek to promote, enhance, and enable educational opportunities and school improvement activities in the District may solicit and receive tax deductible funds from donors. Educational foundations may be sanctioned by the Board but not managed or directed by it. The Board may appoint non-voting advisors to the foundation board if the bylaws of the foundation permit that action.~~

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

Educational Foundations may exist in the community, but are not managed, directed, or approved by the Board of Trustees.

Legal Reference:	§ 20-6-601, MCA	Power to accept gifts
	§ 20-7-803, MCA	Authority to accept gifts
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-213(4), MCA	Duties of trustees
	§ 20-9-604, MCA	Gifts, legacies, devises, and administration of endowment fund

Policy History:

Adopted on: February 2007

Revised on: xx/xx/2018

Revision Note: Updated for clarification

Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds \$50,000 ~~(cannot exceed \$50,000)~~, except the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever the cost of any supplies, equipment, or work shall exceed ~~Twenty Five~~Fifty Thousand Dollars (\$50,000), the District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, the Board will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2<sup>nd</sup>) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

*In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom*

*a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.*

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Purchasing will be done locally when it is in the best interest of the school district.

Legal Reference:	§§ 18-1-101, et seq., MCA	Public Contracts
	§§ 18-1-201, et seq., MCA	Bid Security
	§ 20-9-204, MCA	Conflicts of interest, letting contracts, and calling for bids
	<i>Debcon v. City of Glasgow</i> , 305 Mont. 391 (2001)	

Policy History:

Adopted on: May 6, 2002

Revised on: February 2007, November 15, 2011, XX/XX2018

*Note: Lines 9-14, Page 2, were added based on the 2011 Legislative session.  
2018 revision to clean up contradictory statements and other language.*

FINANCIAL MANAGEMENT

Advertising in Schools/Revenue Enhancement

Revenue enhancement through a variety of District-wide and District-approved marketing activities, including, but not limited to, advertising, corporate sponsorship, signage in or on District facilities, ~~etc.~~, is a Board-approved venture. The Board may approve such opportunities subject to certain restrictions in keeping with the ~~contemporary community~~ standards of good taste. Advertising will model and promote positive values for District students through proactive educational messages and not be simply traditional advertising of a product. Preferred advertising includes messages encouraging student achievement and establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract on at least an annual basis, if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

The revenue derived should:

1. Enhance student achievement;
2. Assist in maintenance of existing District athletic and activity programs; and
3. Provide scholarships for students participating in athletic, academic, and activity programs, who demonstrate financial need and merit.

Appropriate opportunities for marketing activities include but are not limited to:

1. Fixed signage.
2. Banners.
3. District-level publications.
4. Television and radio broadcasts.
5. Athletic facilities, including stadiums, high school baseball fields, and high school gymnasiums.
6. District-level projects.
7. Expanded usage of facilities beyond traditional uses (i.e., concerts, rallies, etc.).
8. The interior and exterior of a limited number of District buses, if the advertising is associated with student art selected by the District. The only advertising information allowed will note sponsorship of the student art by the participant. Maintenance for these buses will include but not exceed normal maintenance costs.
9. Individual school publications (when not in conflict with current contracts).

Advertising will not be allowed in classrooms, other than corporate-sponsored curriculum materials approved subject to Board policy.

The following restrictions will be in place when seeking revenue enhancement. Revenue

FINANCIAL MANAGEMENT

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enhancement activities will not:

1. Promote hostility, disorder, or violence;
1. Attack ethnic, racial, or religious groups;
2. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender;
3. Be libelous;
4. Inhibit the functioning of the school and/or District;
5. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election;
6. Be obscene or pornographic, as defined by prevailing community standards throughout the District;
7. Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns;
8. Promote any religious or political organization;
9. Use any District or school logo without prior approval.

Cross Reference:     2120   Curriculum Development and Assessment  
                              2309   Library Materials  
                              2311   Instructional Materials

Policy History:

Adopted on:   February 2007

Revised on:   XX/XX/2018

*Revision Note: Language change to clarify intent of policy*

## FINANCIAL MANAGEMENT

7530

Procurement of Supplies or Services

The Board adopts the following provisions of the Montana Procurement Act (i.e., § 18-4-101, et seq., MCA):

1. § 18-4-303, MCA – Competitive sealed bidding. With the exception of construction contracts, allows the District to negotiate an adjustment of the bid price with the lowest responsible bidder in order to bring the bid within the amount of available funds, if, and only if, all bids exceed available funds and the lowest responsible bid does not exceed available funds by more than five percent (5%).
2. § 18-4-306, MCA – Sole source procurement. A contract may be awarded for a supply or service item without competition when, the District determines in writing that:
  - (a) there is only one source for the supply or service item;
  - (b) only one source is acceptable or suitable for the supply or service item;or
  - (c) the supply or service item must be compatible with current supplies or services.
3. § 18-4-307, MCA - Cancellation of invitations for bids or requests for proposals. An invitation for bids, a request for proposals, or other solicitation may be cancelled or any or all bids or proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is in the best interests of the state. The reasons therefor must be made part of the contract file.

Legal Reference:	§ 18-4-121, et seq., MCA	Montana Procurement Act
	<u>§ 18-4-303, MCA</u>	<u>Competitive Sealed Bidding</u>
	<u>§ 18-4-306, MCA</u>	<u>Sole Source Procurement--records</u>
	<u>§ 18-4-307, MCA</u>	<u>Cancellation of invitations for bids or requests for proposals</u>
	2.5.604, ARM	Sole Source Procurement

Policy History:

Adopted on: May 21, 2002

Revised on: February 2007, ~~XX/XX/2018-~~

*Note: The revision included the addition of lines 15-18 for additional clarification. 2018 revision adds cancellation of bid.*



NONINSTRUCTIONAL OPERATIONS

8123

Driver Training and Responsibility

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. At the beginning of each school year, the District will provide the contractor with a copy of the District's written rules for bus drivers and for student conduct on buses. It is the contractor's responsibility to make sure each driver receives a list of the written rules.

Each bus driver will meet the qualifications established by the Superintendent of Public Instruction, including possession of a valid Montana commercial driver's license (with a school bus "S" and passenger "P" endorsements), receive ten (10) hours of in-service annually, and Department of Transportation-approved physician's certification that he or she is medically qualified for employment as a bus driver. The bus driver shall secure a valid standard first aid certificate from an authorized instructor, within two (2) months after being employed, and maintain a valid first aid certificate throughout employment as a bus driver. The bus driver must have five (5) years driving experience.

A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands free cellular phone devices, except:

- (1) During an emergency situation;
- (2) To call for assistance if there is a mechanical breakdown or other mechanical problem;
- (3) When the school bus is parked.

A teacher, coach, or other certified staff member assigned to accompany students on a bus will have primary responsibility for behavior of students in his or her charge. The bus driver has final authority and responsibility for the bus. The Superintendent will establish written procedures for bus drivers.

Maximum Driving Time

The district recognizes from a risk management and student safety standard the importance of driver safety while transporting students. Therefore, the district will meet the federal standard on maximum driving time for drivers.

Legal Reference:	§ 20-10-103, MCA	School bus driver qualifications
	10.7.111, ARM	Qualification of Bus Drivers
	10.64.201, ARM	Drivers
	§ 50-46-205, MCA	Limitations of Medical Marijuana Act 42
	National Highway Traffic Safety Administration	
	<u>CFR 49, Part 395</u>	<u>Transportation- Hours of Service for Drivers</u>

Policy History:

Adopted on: February 2007

Revised on: April 20, 2010 XX/XX/2018

Revision Note: 2018 revision adds Maximum Driving Time

NONINSTRUCTIONAL OPERATIONS

8124

Student Conduct on Buses

The general student code of conduct is applicable to conduct on school buses.

The Superintendent will establish written rules of conduct for students riding school buses. Such rules will be reviewed annually by the Superintendent and revised if necessary. If rules are substantially revised, they will be submitted to the Board for approval.

At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to students. A copy of the rules will be posted in each bus and will be available upon request at the District office and in the principal's office.

The bus driver is responsible for enforcing the rules and will work closely with a parent and building principal to modify a student's behavior. Rules shall include consistent consequences for student misbehavior. A recommendation for permanent termination of bus privileges, accompanied by a written record of the incident(s) that led to the recommendation, shall be referred to the principal for final determination. The student's parent or guardian may appeal a termination to the Superintendent and then the Board. No further appeal shall be allowed.

Cross Reference:     3310   Student Discipline  
                             8111   Transportation of Students With Disabilities

Legal Reference:     § 20-4-302, MCA     Discipline and punishment of pupils – definition of corporal punishment – penalty – defense  
                             § 20-5-201, MCA     Duties and sanctions

Policy History:

Adopted on:   February 2007

Revised on:

Air Quality Restrictions on Outdoor Activities, Practice and Competition

Each school district is responsible for ensuring the safety of its students and student athletes when participating in physical education, recess, practices or athletic contests.

The Jefferson High School District Board of Trustees and Administration will use the Recommendations for Outdoor Activities Based on Air Quality for Schools guidelines, developed by the Montana Department of Environmental Quality (DEQ) and the DEQ's Air Data Map, as the determining factor when making a decision to allow or not allow students to participate in outdoor activities and contests.

The Jefferson High School District Board of Trustees and Administration have developed the following protocol for determination of allowing students and student athletes to participate in outdoor activities when Air Quality Restrictions have reached the Unhealthy for Sensitive Groups or higher categories as indicated on the DEQ guidelines.

1. The Jefferson School District will use the geographical spot on the [todaysair.mt.gov](http://todaysair.mt.gov) website to determine the air quality for our school district.
2. The following personnel will make the decision to hold or cancel outdoor activities, practices, or contests:
  - a. High School practices (all levels) JHS Administration
  - b. High School contests (all levels) JHS Administration
  - c. All outdoor activities, (all levels) JHS Administration
3. The decision to hold or cancel outdoor activities will be made two hours in advance of the activity.
4. The notice to hold or cancel an outdoor activity will be communicated to:
  - a. Students through all electronic means
  - b. Staff through all electronic means
  - c. Coaches through all electronic means
  - d. Parents through all electronic means
  - e. Community all electronic means

Legal References: 10.55.701(q), ARM Board of Trustees

Other References: [www.todaysair.mt.gov](http://www.todaysair.mt.gov)  
<http://svc.mt.gov/deq/todaysair/smokereport/mostRecentUpdate.aspx>

Policy History:

Adopted on: xx/xx/2018

Revised on:

*Revision Note:*

# Jefferson High School District #1

## Request to use Therapy Animal in School

8426F

Board Policy 8426 governs the use of therapy animals in school. The request shall be submitted to the Superintendent for approval each school year and/or whenever the Owner wishes to use a different therapy animal.

Name of Owner: \_\_\_\_\_

Name of Handler (if different from Owner): \_\_\_\_\_

Owner address: \_\_\_\_\_

Handler address (if different from Owner): \_\_\_\_\_

Owner email: \_\_\_\_\_

Handler email (if different from Owner): \_\_\_\_\_

Building(s) where animal will be used: \_\_\_\_\_

Please describe, in detail, what the animal will do at the school. \_\_\_\_\_

Date: \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_

\_\_\_\_\_ Handler Phone Number: \_\_\_\_\_

Name of Therapy Animal: \_\_\_\_\_

Please attach the following to this form:

Proof of registration as a therapy animal handler with the individual animal to be used (Note: Such registration shall be from an organization that requires an evaluation of the therapy animal and handler prior to registration and at least every two years)

Proof from a licensed veterinarian that the therapy animal is in good health and has been immunized against diseases common to the particular animal. Such vaccinations shall be kept current and up to date at all times.

Proof of licensure from the local licensing authority.

Copy of an insurance policy that provides liability coverage for the work of the handler and therapy animal while the two are on school district property.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Handler's Signature (if different from Owner): \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

The District supports the use of therapy dogs and other therapy animals by teachers or other qualified school personnel (“Owner”) for the benefit of its students, subject to the conditions of this policy.

#### Therapy Animals

Therapy dogs and other therapy animals are family pets that are trained and registered or certified through therapy organizations. They are only half of the therapy team. The handler is the other half. Therapy teams enter the school by invitation or prior approval.

A therapy animal is not a service animal, and unlike a service animal, a therapy animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Therapy animals do not have legal rights.

#### Requirements of Therapy Animals and User/Owners

Individuals with disabilities using therapy or companion animals are responsible for their animals at all times and must comply with the following requirements:

**Request:** An Owner must submit a written request to the Superintendent. The request must be renewed each school year or whenever a different therapy animal will be used.

**Registration, Training and Certification:** The Owner must register the therapy animal and provide documentation of the registration, certification, and training to the Superintendent. The registration and certification must remain current at all times.

**Health and Vaccination:** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to dogs. The Owner must submit proof of current licensure from the local licensing authority and proof of the therapy animal’s current vaccinations and immunizations from a licensed veterinarian.

**Control:** A therapy animal must be under the control of the “Owner”, at all times, through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy animals’ safe, effective performance of its work or tasks.

**Identification:** The therapy animals must wear appropriate visible identification that identifies in writing that the animal is a therapy animal.

**Behavior:** The Owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on school district property.

**Health and Safety:** The therapy animal must not pose a health and safety risk to any student, employee, or other person at the school.

**Supervision and Care of Therapy Animals:** The Owner is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean-up while the animal is in the school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

NONINSTRUCTIONAL OPERATIONS

8426

Page 2 of 2

**Authorized Areas:** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by the school administrators.

**Insurance:** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

**Exclusion or Removal from School.** A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not house broken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted, and suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries:** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Therapy Animals in Training;** This policy shall also be applicable to therapy animals in training that are accompanied by a bona fide trainer.

**Policy History:**

Adopted on: XX/XX/2018

Revised on:

*Revision Note:*

**Superintendent  
Jefferson High School (JHS)  
312 South Main Street  
Boulder, MT 59632**

**Dear Mr. Norbeck,**

**This letter serves as formal notification that I am resigning from Jefferson High School, Jefferson School District School, Boulder, Montana from my paraprofessional position, effective September 10, 2018. I will use my accumulated sick leave until that time due to several medical appointments this upcoming week. I will not return to the school to work additional hours.**

**The recent concern expressed by some employees of the school to you regarding my "ward" caused me to reflect on my responsibilities and the legal requirements in this matter. In this situation, where I am a court appointed legal guardian of a minor, who is currently on probation, my obligations conflict directly with my duties at JHS. I find it is unfair to place others in any precarious situation by asking them to supervise my ward in my absence. These are a set of duties that I alone am accountable for as my ward's only approved supervisor. The Juvenile Probation Department of Lewis and Clark County provides strict guidelines for my ward and I to adhere to during the probation period. I underestimated the impact of these constraints on my current JHS job duties. I did not consider that some employees might feel unsafe or even threatened by the presence of my ward. On the other hand, my commitment to my ward also includes ensuring his safety and isolating him from those closed minded individuals who might accuse him falsely or intentionally jeopardize his future. Thus, it is with regret that I will not be able to continue in my current employee role and associated responsibilities with Jefferson High School.**

**I appreciate the opportunities I have been given at Jefferson High School. The paraprofessional position was both rewarding and enjoyable for me. Thank you.**

**Sincerely,**

  
**Michael G. Thilges**

**cc: Mr. Michael Moodry, Principal, Jefferson High School, Boulder, Montana  
Ms. Mary Drynan, Special Education Services**

Stacy Hale  
Box 144 Basin, Mt 59631  
(406)465-6360  
[rshale93@gmail.com](mailto:rshale93@gmail.com)

October 11, 2018

Mrs. Sabrina Steketee  
JHS Board Chair

Dear, Mrs. Sabrina Steketee,

Due to recent job changes out of state I regret to inform you that I am resigning from my position as Basin trustee.

I will greatly miss this opportunity as a community member and am very grateful to have watched every one of you serve our students and their community so passionately. My life has been impacted in many ways to have witnessed all of you at work.

Thank you for this chance to see the inside and foundation of Jefferson High School. I hope your year is full of clarity, safety, rest and good health.

Please accept this letter as my notice of resignation.

Warmly yours,

Stacy Hale



# MINUTES

Jefferson High School Dist. 1  
Regular Meeting

August 14, 2018  
JHS Board Meeting

Board members present: Kevin Harris Sabrina Steketee Travis Pierce Larry Rasch  
Board members absent: Denise Brunett Cami Robson Stacy Hale

Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager Mike Moodry, Principal

Visitors: None.

CALL TO ORDER	Ms. Steketee called the meeting to order at 6:30. The pledge was said.
PUBLIC COMMENT	None.
STUDENT REPORT	None.
STAFF REPORT	None.
COMMITTEE REPORTS	None.
ADMINISTRATIVE REPORTS	<b>Clerk report.</b> Presented in written form. <b>Principal report.</b> Presented in written form. <b>Superintendent report.</b> Presented in written form.
UNFINISHED BUSINESS	None.
NEW BUSINESS	<b>Personnel: Substitute Applications</b> – None. <b>Coaching evaluations</b> – deferred. <b>Coaching recommendations</b> – Kurt McEachern – asst. football and Cathy Synness for asst. cross-country coach Mr. Harris moved to approve these coaches. Mr. Pierce seconded the motion, which passed unanimously. <b>Superintendent evaluation</b> – deferred to September. <b>Paraprofessional</b> – Kate Watts and Jeff Guay were recommended by administration. Mr. Pierce moved to accept the recommendations. Mr. Rasch seconded the motion, which passed unanimously. <b>Sports Medicine Contract.</b> Mr. Norbeck asked that a contract be approved for a sports trainer in the amount of \$2500. (Johnanna \$2500 contract) Mr. Pierce moved to offer this contract. Mr. Rasch seconded the motion, which passed unanimously. <b>Attendance Agreements.</b> None. <b>Asset Disposal.</b> No new items. <b>Board Self-Evaluation.</b> Deferred to September. <b>Budget.</b> Mr. Pierce moved to approve budgets as presented. Mr. Rasch seconded the motion, which passed unanimously. <b>MOU's/Interlocal Agreements with Boulder Elementary School</b> a. School Foods – waiting for one from BES b. Literacy Grant – waiting for one from BES <b>1<sup>st</sup> reading of policies</b> -. Not in packet so deferred to September. <b>2<sup>nd</sup> reading of policies</b> a. 3121 Enrollment and Attendance ESSA language added RECOMMENDED as presented b. 4330f School Facilities/Grounds Use and Liability Release Agreement MTSBA proposed changes not recommended. c. 8100 Transportation RECOMMENDED d. 3126FE Proficiency-Based ANB Required new policy RECOMMENDS Option 4 lines 20-25 e. 2150 Suicide Awareness – Required Policy RECOMMENDED as written f. 4600 Removal due to repeal of NCLB RECOMMEND REMOVAL g. 5120 Removal of NCLB reference RECOMMEND language removal and additional language presented

- h. 5220 Recommended policy to adopt ESSA language  
RECOMMENDED as written
- i. 5420 Corrected terminology due to repeal of NCLB  
RECOMMENDED with acceptance of language
- j. 5420F ESSA Qualification Notifications RECOMMENDED with  
change of personal name to “superintendent of Jefferson High School”
- k. 5445FE Flexible Instructor Licensing RECOMMENDED to add  
language “Montana” preceding “public “ and ” in place of “to earlier”  
lines 25/26.

Mr. Harris moved to approve the above policies as presented. Mr.  
Pierce seconded the motion, which passed unanimously.

LETTERS

COMMENDATIONS

CONSENT AGENDA

ADJOURNMENT

**Letters.**

**Commendations.** NorthWestern Energy award, student athletes in fall sports, attendance  
at fall sports,

**Consent agenda.** Mr. Pierce moved to approve the consent agenda. Mr. Rasch  
seconded the motion, which passed unanimously.

**Follow-up/Adjournment.** 7:25 p.m.

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Chair, Jefferson High School Board

Clerk, Jefferson High School Board

10/11/18  
17:12:50

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 8/18

Page: 1 of 10  
Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
19235	44715S	5021 PACIFIC SOURCE HEALTH PLANS	1,177.30						
1		july18 07/30/18 Retiree premium	694.45*		201	100-1000	260		
2		july18 07/30/18 Retiree premium	482.85		289	675			
19236	44721S	2717 CITY OF BOULDER	1,409.97						
1		July 2018 08/07/18 water tennis court	34.16*		201	100-2600	421		
2		July 2018 08/07/18 sewer tennis court	47.84*		201	100-2600	421		
3		July 2018 08/07/18 water outdoor	15.97*		201	100-2600	421		
4		July 2018 08/07/18 water	546.56*		201	100-2600	421		
5		July 2018 08/07/18 sewer	765.44*		201	100-2600	421		
19237	44716S	5105 PARSONS, CASSIDY	432.65						
1		180194 06/24/18 pro-start lodging	432.65*		215	394-1710	582	240	
19238	44693S	4878 ANNETTE SMITH ELECTRIC INC	1,258.00						
1		961 08/03/18 sawdust collector, mod lights	1,258.00*		201	100-2600	440		
19239	44692S	899 360* OFFICE SOLUTIONS	116.45						
1		247993-2 07/27/18 envelopes, pens, clips,	116.45	9300	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-							
19240	44719S	4882 SCHOOL INFO APP INC	1,000.00						
1		us05134 06/01/18 School app	1,000.00	9524	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-680-910							
19241	44710S	2607 MCGRAW-HILL SCHOOL EDUCATION	1,089.60						
1		1035403650 06/01/18 Essentials for Algebra	1,089.60*	9564	201	100-1000	640		
19242	44704S	4674 IMPACT	435.00						
1		20182694 07/29/18 impact test subscription	435.00*		201	720-3500	680		
19243	44696S	4789 CHIEF ARCHITECT	1,060.00						
1		476382-K1Z 07/31/18 LICENSES	1,060.00*	9565	215	451-1640	680	261	
19244	44707S	1377 JOHNSON CONTROLS	762.00						
1		20348247 07/06/18 test alarm/sprinkler	762.00*		201	100-2600	440		
19245	44708S	4734 JOURNEYED.COM INC	2,475.00						
1		10258043 07/26/18 adobe school site license	2,475.00*	9554	228	100-1000	680		
19246	44713S	2851 MT SCHOOLS PROPERTY & LIABILITY	25,363.00						
1		080618 08/06/18 Liability insurance	25,363.00*		201	100-2300	520		

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JEFFERSON HIGH SCHOOL  
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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
19247	44700S	4716 DAKOTA SUPPLY GROUP INC	1,138.62						
1		e014152 07/18/18 Moen Faucets	738.84	9513	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-910							
2		e019136 07/18/18 Moen Faucets	199.89	9513	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-910							
3		e021538 07/18/18 Moen Faucets	199.89	9513	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-615-910							
19248	44712S	1830 MT SCHOOL BOARDS ASSOCIATION	1,101.59						
1		34481 07/16/18 Policy maintenance	1,101.59*		201	100-2300		800	
19249	44701S	5191 DAVIS BUSINESS	12,048.00						
1		242343 07/25/18 Staff Konica copier	9,149.00	9517	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-730-910							
2		242344 07/25/18 District Konica copier	2,899.00	9517	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-660-910							
19250	44718S	5198 SCHOOL FIX	216.67						
1		252218a 07/27/18 food service mats	179.90*	9558	201	100-2600		615	
2		252218a 07/27/18 food service mats	36.77*		201	100-2600		615	
19251	44694S	385 BOULDER MONITOR & JEFFERSON CO.	199.50						
1		00023269 07/26/18 budget meeting/agenda ad	69.50*		201	100-2500		540	
2		00023269 07/26/18 coaches ad	27.00*		201	720-3500		540	
3		00023419 07/26/18 agenda	5.00*		201	100-2500		540	
4		00023460 07/26/18 personnel ad	98.00*		201	100-2300		540	
19252	44702S	5042 DR. KEN STUKER	150.00						
1		18-95 07/25/18 OPEB Calculations	150.00*		201	100-2500		330	
19253	44709S	1451 L & P GROCERY	212.57						
1		01-567334 07/05/18 tissue	226.80*		201	100-2600		610	
2		07/05/18 credit	-14.23*		201	100-2600		610	
19254	44698S	4881 CONNOLE, ANTHONY	65.00						
1		4HN71098CW 07/05/18 coaching clinic	65.00*		201	720-3500		582	
19255	44705S	1250 INDEPENDENT RECORD	1,105.00						
1		20428803 07/17/18 personnel ads	1,105.00*		201	100-2300		800	
19256	44703S	1086 GIULIO DISPOSAL SERVICES, INC.	155.00						
1		722 07/31/18 disposal	155.00*		201	100-2600		431	

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JEFFERSON HIGH SCHOOL  
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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
19257	44720S	4743 TRUGREEN	881.00						
1		208279 07/23/18 Lawn care	881.00*		201	100-2600	440		
19259	44717S	2226 ROTO ROOTER	240.00						
1		26027 07/24/18 Floor drain cleaining	240.00*		201	100-2600	440		
19260	44699S	1055 DAILEY, GREG	160.00						
1		08/14/18 piano tuning	160.00*		201	100-1470	330		
19261	44723S	1737 NORTHWESTERN ENERGY	2,036.69						
1		august 18 08/01/18 electricity	1,626.46*		201	100-2600	412		
2		august 18 08/01/18 electricity tax	310.13*		201	100-2600	412		
3		august 18 08/01/18 gas	96.85*		201	100-2600	411		
4		august 18 08/01/18 gas tax	3.25*		201	100-2600	411		
19262	44700S	4716 DAKOTA SUPPLY GROUP INC	1,199.34						
1		e056523 08/01/18 Moen Faucets	1,092.06	9513	201	999		910	
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2600-615-910							
2		e056523 08/01/18 Moen Faucets	107.28*		201	100-2600	615		
19263	44707S	1377 JOHNSON CONTROLS	1,271.97						
1		1-70809709 07/26/18 Modular heating repairs/e	1,271.97	9543	201	999		910	
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2600-440-910							
19264	44711S	5200 MOODRY, MIKE	106.93						
1		43525639 07/31/18 Lodging SAM conference	106.93*		201	100-2400	582		
19265	44706S	3374 J.W.PEPPER & SON, INC.	1,568.89						
1		03573418 07/23/18 Music	1,508.89	9475	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1470-610-							
2		03574044 07/31/18 Music	60.00	9475	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1470-610-							
19266	44697S	4827 CITI BUSINESS VISA-Costco	386.19						
1		5145065 06/26/18 railroad board, cork rail	36.66	9235	215	999		244	
	GOPHER SPORT								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -474-1000-610-244							
2		5145065 06/26/18 railroad board, cork rail	127.96	9235	215	999		244	
	GOPHER SPORT								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -474-1000-610-244							
3		5145065 06/26/18 railroad board, cork rail	122.57	9366	201	999			
	CITI VISA- BUSINESS-Costco								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-680-							
4		6520269 06/27/18 sharpies	11.85	9366	201	999			
	CITI VISA- BUSINESS-Costco								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-680-							
5		59mcp-2uao 07/19/18 business cards	87.15	9366	201	999			
	CITI VISA- BUSINESS-Costco								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-680-							

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JEFFERSON HIGH SCHOOL  
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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
19267	44695S	2152 CENTURY LINK	410.02						
1		08/04/18 phone charges	410.02*		201	100-2400	531		
19268	44692S	899 360* OFFICE SOLUTIONS	4,855.48						
1		245527-0 08/16/16 CAD tables 16	1,180.10	9534	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-660-910							
2		244544-0 08/16/16 chairs	1,600.00	9516	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-910-							
3		244544-0 08/16/16 CAD tables 16	475.38	9534	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-660-910							
4		244544-0 08/16/16 chairs 4X8	1,600.00	9535	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
19269	44722S	2607 MCGRAW-HILL SCHOOL EDUCATION	112.58						
1		1035403650 06/29/18 Essentials for Algebra	112.58*	9564	201	100-1000	640		
19270	44724S	4800 U.S. BANK TRUST-SPA Lockbox CM9695	4,110.00						
1		08/15/18 Loan principal	3,808.81*		228	100-5200	840		
2		08/15/18 Loan Interest	301.19*		228	100-5200	850		
19271	44729S	5201 GUARDIAN LIFE INSURANCE COMPANY OF	515.62						
1		08/15/18 Ret Premium Hohenthal	458.04		289	675			
2		08/15/18 Ret Premium Foster	57.58		289	675			
19272	44732S	5021 PACIFIC SOURCE HEALTH PLANS	1,177.32						
1		1822600022 08/15/18 retiree premium hohenthal	482.87		289	675			
2		1822600022 08/15/18 retiree premium hohenthal	694.45*		201	100-1000	260		
19273	44733S	5067 QUINN, TOM	186.01						
1		jvfb827 08/27/18 JVFB ref	48.00*		215	720-3500	330	720	
2		jvfb827 08/27/18 JVFB ref mileage	49.21*		215	720-3500	582	720	
3		FB825 08/25/18 FB Florence	60.00*		215	720-3500	330	720	
4		FB825 08/25/18 FB Florence mielage	28.80*		215	720-3500	582	720	
19274	44730S	5070 HOGART, JACK	219.60						
1		FB825 08/25/18 FB Florence	60.00*		215	720-3500	330	720	
2		FB825 08/25/18 FB Florence mielage	159.60*		215	720-3500	582	720	
19275	44731S	5064 HOILAND, ERIC L	88.80						
1		FB825 08/25/18 FB Florence	60.00*		215	720-3500	330	720	
2		FB825 08/25/18 FB Florence mileage	28.80*		215	720-3500	582	720	

10/11/18  
17:12:50

JEFFERSON HIGH SCHOOL  
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\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
19276	44726S	5202 DUNBAR, JUSTIN	88.80						
1		fb825 08/25/18 FB Florence	60.00*		215	720-3500	330	720	
2		fb825 08/25/18 FB Florence mileage	28.80*		215	720-3500	582	720	
19277	44735S	5053 STOREY JR, DARREL MAYNARD	88.80						
1		fb825 08/25/18 FB Florence	60.00*		215	720-3500	330	720	
2		fb835 08/25/18 FB Florence mileage	28.80*		215	720-3500	582	720	
19278	44727S	5203 GALLAGHER, BRYCE	56.88						
1		JVFB827 08/27/18 JVFB Florence Ref	48.00*		215	720-3500	330	720	
2		JVFB827 08/27/18 JVFB Florence Mileage	8.88*		215	720-3500	582	720	
19279	44728S	5204 GALLAGHER, J.P.	56.88						
1		JVFB827 08/27/18 JVFB Florence	48.00*		215	720-3500	330	720	
2		JVFB827 08/27/18 JVFB Florence mileage	8.88*		215	720-3500	582	720	
19280	44725S	5068 CARVER, TODD	56.88						
1		JVFB827 08/27/18 JVFB Florence	48.00*		215	720-3500	330	720	
2		JVFB827 08/27/18 JVFB Florence mileage	8.88*		215	720-3500	582	720	
19281	44734S	5205 SNYDER, CHRIS	56.88						
1		JVFB827 08/27/18 JVFB Florence	48.00*		215	720-3500	330	720	
2		JVFB827 08/27/18 JVFB Florence mileage	8.88*		215	720-3500	582	720	
19282	44747S	4786 MC Mastercard	6,272.38						
1		2251413 07/10/18 LLibrary books	446.55	9485	201	999			
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-640-							
2		7457028 07/10/18 LLibrary books	18.25	9485	201	999			
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-640-							
3		5452245 07/10/18 LLibrary books	8.22	9485	201	999			
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-640-							
4		6514630 07/10/18 LLibrary books	16.41	9485	201	999			
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-640-							
5		4407431 07/10/18 LLibrary books	473.35	9485	201	999			
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-640-							
6		4407431 07/10/18 library books	152.95	9220	215	999		228	
		OFFICE SUPPLY.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228							
7		9477157 07/06/18 str.bands	88.87	9519	201	999		910	
		GOPHER SPORT							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1340-660-910							
8		9477157 07/06/18 bands	180.13	9220	215	999		228	
		OFFICE SUPPLY.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228							

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
9		8444239 07/10/18 DRAFTING BOARDS	16.66	9220	215	999			228
		OFFICE SUPPLY.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228							
10		46870 07/10/18 misc. FCS items	17.95	9487	201	999			
		NASCO MODESTO							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
11		42908067 08/01/18 drama/music equipment	44.25	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
12		42908144 08/01/18 drama/music equipment	624.00	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
13		42909019 08/01/18 drama/music equipment	417.00	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
14		42914575 08/01/18 drama/music equipment	154.00	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
15		42936212 08/01/18 drama/music equipment	48.00	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
16		42929589 08/01/18 drama/music equipment	1,360.00	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
17		42927848 08/01/18 drama/music equipment	319.96	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
18		42939326 08/01/18 drama/music equipment	176.00	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
19		42954164 08/01/18 drama/music equipment	1,465.97	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
20		42959619 08/01/18 drama/music equipment	43.00	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
21		42962235 08/01/18 drama/music equipment	90.00	9542	201	999			910
		MUSICIAN'S FRIEND							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
22		4920226 07/10/18 books	7.24	9220	215	999			228
		OFFICE SUPPLY.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228							
23		9158654 07/10/18 books	27.04	9220	215	999			228
		OFFICE SUPPLY.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228							
24		1185025 07/10/18 books	13.99	9220	215	999			228
		OFFICE SUPPLY.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228							



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25		2437008 06/25/18 sped supplies	62.59	9282	201	999		
	AMAZON.COM							
	PO Accounting (Org/Prog/Func/Obj/Proj:	-280-1000-610-						
19283	44747S	4786 MC Mastercard	5,412.11					
1		8065814 07/16/18 computer supplies	202.77*	9552	228	100-1000	615	
	AMAZON.COM							
2		1265806 07/16/18 computer supplies	874.75*	9552	228	100-1000	615	
	AMAZON.COM							
3		5112227 07/06/18 cables,mouse,adaptor	71.26*	9546	228	100-1000	610	
	AMAZON.COM							
4		6506645 07/06/18 cables,mouse,adaptor	83.88*	9546	228	100-1000	610	
	AMAZON.COM							
5		1209011 07/06/18 fire alarm batteries,dust	141.98*	9547	201	100-2600	615	
	AMAZON.COM							
6		4051431 07/06/18 fire alarm batteries,dust	116.26*	9547	201	100-2600	615	
	AMAZON.COM							
7		credit1 07/17/18 monitor mounts, cables,	-138.09*	9548	228	100-1000	615	
	7MAZON.COM							
8		0636219072 07/17/18 monitor mounts, cables,	7.57*	9548	228	100-1000	615	
	AMAZON.COM							
9		7936259 07/17/18 monitor mounts, cables,	13.02*	9548	228	100-1000	615	
	AMAZON.COM							
10		8590669 07/17/18 monitor mounts, cables,	5.99*	9548	228	100-1000	615	
	AMAZON.COM							
11		7031470 07/16/18 monitor mounts, cables,	125.43*	9548	228	100-1000	615	
	AMAZON.COM							
12		0673039 07/06/18 monitor mounts, cables,	1,548.97*	9548	228	100-1000	615	
	AMAZON.COM							
13		w583382075 07/23/18 MacBook air w/care	1,158.00*	9553	228	100-1000	660	
	APPLE INC EDUCATION							
14		w513817080 07/23/18 MacBook air w/care	906.00*	9553	228	100-1000	660	
	APPLE INC EDUCATION							
15		w513817080 07/23/18 MacBook air w/care	252.00*		228	100-1000	660	
16		07035 07/23/18 cable ties	29.46*		228	100-1000	610	
17		1493844 07/24/18 monitor mounts, cables,	12.86*	9548	228	100-1000	615	
	AMAZON.COM							
19284	44747S	4786 MC Mastercard	88.95					
1		p3379958 07/07/18 Bulbs Batteries plus	4.99*		201	100-2600	610	
2		105323 07/18/18 paint	83.96*		201	100-2600	610	
19285	44758S	4639 WEX BANK	487.63					
1		55271589 07/31/18 BES Fuel	487.63		201	180		

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19286	44738S	3035 CROWN TROPHY OF HELENA	24.00						
1		16148 08/23/18 Engraving, years of service	24.00*		201	100-2300	800		
19287	44742S	968 FLINN SCIENTIFIC INC.	717.02						
1		2227485 06/28/18 beakers,crucibles,testtub	373.40	9492	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1512-610-							
2		2227485 06/28/18 electronic balance	303.00	9492	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1512-660-							
3		2227485 06/28/18 beakers,crucibles,testtub	40.62*		201	100-1511	610		
19288	44756S	2749 UNIVERSAL ATHLETICS BOZEMAN	1,000.00						
1		802-003213 08/23/18 uniform Rotation 4	1,000.00	9549	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -720-3500-660-							
19289	44740S	5191 DAVIS BUSINESS	543.40						
1		243705 08/21/18 maint. contract c658	510.36*		201	100-2400	440		
2		243706 08/21/18 maint. contract c3851fs	33.04*		201	100-2300	440		
19290	44748S	2607 MCGRAW-HILL SCHOOL EDUCATION	468.18						
1		1038987230 08/01/18 Essentials for Algebra	468.18*	9564	201	100-1000	640		
19291	44755S	3388 THREE BROTHERS PLUMBING & HEATING	760.97						
1		42825 08/16/18 stage water heater leak	760.97*		201	100-2600	440		
19292	44748S	2607 MCGRAW-HILL SCHOOL EDUCATION	532.65						
1		1038935180 08/02/18 Essentials for Algebra	532.65*	9564	201	100-1000	640		
19293	44739S	4716 DAKOTA SUPPLY GROUP INC	49.08						
1		e079230 08/07/18 fittings	49.08*		201	100-2600	615		
19294	44744S	4672 ITC INFORMATION TECHNOLOGY CORE	1,776.00						
1		hdw-132092 08/09/18 4GB memory for HP 8440p	1,776.00*	9556	228	100-1000	615		
19295	44741S	4756 FASTENAL COMPANY	112.55						
1		mthel21624 08/07/18 jobbers	78.19*		201	100-2600	615		
2		mthel21628 08/09/18 10X1.5Mtl-W	34.36*		201	100-2600	615		
19296	44757S	1645 VERIZON WIRELESS	30.02						
1		9812206212 08/05/18 Counselor communications	30.02*		201	100-2100	530		
19297	44737S	631 CRESCENT ELECTRIC SUPPLY CO.	305.37						
1		s505433044 08/09/18 flourescent bulbs	198.42	9369	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2600-610-							
2		s505433044 08/09/18 flourescent bulbs	106.95*		201	100-2600	615		

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19298	44740S	5191 DAVIS BUSINESS	69.00						
1		243362 08/16/18 staples	69.00*		201	100-2400	610		
19299	44745S	1451 L & P GROCERY	167.70						
1		02-389386 08/17/18 1st day bbq	167.70*		201	100-2100	610		
19300	44750S	3481 MT DOJ CRIMINAL RECORDS	105.00						
1		111581 07/02/18 background checks LVoss	23.25	9538	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2300-800-							
2		111582 07/02/18 background checks KBurt	27.25	9538	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2300-800-							
3		111583 07/02/18 background checks CBink	27.25	9538	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2300-800-							
4		111676 07/06/18 background checks MMood	4.00	9538	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2300-800-							
5		111676 07/06/18 background Moodry	23.25	9539	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2300-800-							
19301	44746S	4629 LAYNG, CLINT	35.00						
1		08/10/18 coaching course	35.00*		201	720-3500	582		
19302	44749S	5200 MOODRY, MIKE	100.00						
1		4678209005 06/29/18 coach clinic	100.00*		201	720-3500	582		
19303	44753S	4370 STURDEVANT, DANIEL	152.83						
1		08/01/18 coach clinic	65.00*		201	720-3500	582		
2		08/02/18 suburban wash	13.00*		201	720-3500	582		
3		08/02/18 coach clinic lodging	74.83*		201	720-3500	582		
19304	44736S	899 360* OFFICE SOLUTIONS	848.52						
1		247933-0 07/24/18 toner (5)	348.61	9278	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
2		247933-0 07/24/18 envelopes, pens,clips,	198.36	9300	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2500-610-							
3		247933-0 07/24/18 front office supplies	301.55	9320	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-610-							
19305	44752S	4582 REDROCK SPORTING GOODS	1,458.80						
1		21468 08/09/18 uniform rotation 4 vball	1,458.80	9571	201	999			
	PO Accounting	(Org/Prog/Func/Obj/Proj: -720-3500-660-							
19306	44754S	612 SUPPLYWORKS	4,181.64						
1		451961767 08/21/18 scrubber	4,000.00	9537	201	999		910	
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-2600-660-910							
2		451961767 08/21/18 scrubber cleaner	181.64*		201	100-2600	610		

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19307	44744S	4672 ITC INFORMATION TECHNOLOGY CORE	74.00					
1		lab-132326 08/22/18 Memory module	74.00*		228	100-1000	615	
19308	44743S	5201 GUARDIAN LIFE INSURANCE COMPANY OF	114.51					
1		Oct 08/29/18 Retiree premium hohenthal	114.51		289	675		
19309	44751S	5021 PACIFIC SOURCE HEALTH PLANS	1,177.30					
1		Oct 08/29/18 Retiree Prem hohenthal	694.44*		201	100-1000	260	
2		Oct 08/29/18 Retiree Prem hohenthal	482.86		289	675		
# of Claims		74	Total:	99,967.09				

99,967.09

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19310	44786S	4639 WEX BANK	2,066.89						
1		55658476 08/31/18 custodial fuel	43.93*		201	100-2600	624		
2		55658476 08/31/18 AD fuel	172.22*		201	720-3500	582		
3		55658476 08/31/18 Vball fuel	121.39*		201	720-3500	582		
4		55658476 08/31/18 Ftbball fuel	342.55*		201	720-3500	582		
5		55658476 08/31/18 Route fuel	957.10*		210	100-2700	624		
6		55658476 08/31/18 BES reimbursed fuel	429.70		201	180			
19311	44771S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	19,423.88						
1		8715 09/04/18 Route contract	17,244.36*		210	100-2700	513		
2		8715 09/04/18 Vball trip	502.24*		201	720-3500	582		
3		8715 09/04/18 Vball downtime	130.00*		201	720-3500	582		
4		8715 09/04/18 Ftbball trip	1,417.28*		201	720-3500	582		
5		8715 09/04/18 Ftbball downtime	130.00*		201	720-3500	582		
19312	44780S	5207 NORTHWEST TECH INC	3,600.00						
1		h18067 08/31/18 Solidworks licenses	3,600.00*	9573	215	451-1640	680	261	
19313	44776S	1609 MASS/SAM	2,215.00						
1		1663 03/07/18 Spring conference TN	260.00*		201	100-2300	582		
2		2436 06/22/18 MASSP membership MM	480.00*		201	100-2400	582		
3		2437 06/22/18 Leadership summit MM	250.00*		201	100-2400	582		
4		2594 07/24/18 Leadership summit TN	270.00*		201	100-2300	582		
5		2621 07/30/18 LPLP Resource center mm	500.00*		201	100-2400	582		
6		2816 08/31/18 MASS membership TN	455.00*		201	100-2300	582		
19314	44783S	5197 STAGE STOP INN	192.68						
1		5092 06/12/18 AD rooms	192.68*		201	720-3500	582		
19315	44764S	4935 CITI VISA- BUSINESS-Costco	24.49						
1		01-586644 07/31/18 FCS groceries	21.19	9301	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		01-586644 07/31/18 FCS groceries	3.30*		201	390-1710	610		
19316	44779S	3481 MT DOJ CRIMINAL RECORDS	109.00						
1		113772 08/31/18 Bkgrnd checks McEachern	27.25*	9569	201	100-2300	800		
2		113773 08/31/18 Bkgrnd checks Guay	27.25*	9569	201	100-2300	800		
3		113774 08/31/18 Bkgrnd checks Erickson	27.25*	9569	201	100-2300	800		
4		113775 08/31/18 Bkgrnd checks Voeller	27.25*	9569	201	100-2300	800		
19317	44759S	3766 ACADIA MONTANA	347.04						
1		2143945 09/03/18 Altacare	347.04*		215	280-1000	330	524	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
19318	44773S	1451 L & P GROCERY	11.45						
1		02-390479 08/20/18 Freshmen BBQ	11.45*		201	100-2300	800		
19319	44784S	764 TERNES, DAVE	65.00						
1		377 08/01/18 Coach clinic registration	65.00*		201	720-3500	582		
19320	44782S	4704 SELBY'S INC.	1,963.78						
1		275964-000 08/31/18 comp sets/bags/emplates e	200.51	9219	215	999		228	
		PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228							
2		275964-000 08/31/18 Design Drawing Course	230.99	9514	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-910							
3		275963-000 08/31/18 drafting supplies	1,532.28	9497	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
19321	44763S	4827 CITI BUSINESS VISA-Costco	825.00						
1		55113 09/05/18 MCEL Registration Moodry	275.00*		201	100-2400	582		
2		55113 09/05/18 MCEL Registration Norbeck	275.00*		201	100-2300	582		
3		55113 09/05/18 MCEL Registration Carey	275.00*		201	100-2500	582		
19322	44781S	5087 ROWLING, RICK	109.21						
1		34ks 09/07/18 Football Ref 34ks	60.00*		215	720-3500	582	720	
2		34ks 09/07/18 Football Ref 34ks mileage	49.21*		215	720-3500	582	720	
19323	44768S	5208 FAULKNER, TERRY	68.88						
1		34KS 09/07/18 Football 34ks Ref	60.00*		215	720-3500	582	720	
2		34KS 09/07/18 Football 34ks Ref mileage	8.88*		215	720-3500	582	720	
19324	44785S	5209 UNGARETTI, JOSEPH	68.88						
1		34KS 09/07/18 Football 34ks Ref	60.00*		215	720-3500	582	720	
2		34KS 09/07/18 Football 34ks Ref mileage	8.88*		215	720-3500	582	720	
19325	44774S	5210 LAPPIN, JOHN	68.88						
1		34KS 09/07/18 Football 34ks Ref	60.00*		215	720-3500	582	720	
2		34KS 09/07/18 Football 34ks Ref Mileage	8.88*		215	720-3500	582	720	
19326	44762S	5135 CAPRARA, KEATON	68.88						
1		34KS 09/07/18 Football 34ks Ref	60.00*		215	720-3500	582	720	
2		34KS 09/07/18 Football 34ks Ref mileage	8.88*		215	720-3500	582	720	
19327	44772S	5072 KAMINSKI, CHARMAYNE	192.57						
1		34KS 09/07/18 Volleyball Ref 34ks	156.00*		215	720-3500	582	720	
2		34KS 09/07/18 Volleyball Ref 34ks mileage	36.57*		215	720-3500	582	720	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
19328	44766S	5071 CLINE, ROBERT	162.48						
1		34ks 09/07/18 Volleyball Ref 34ks	156.00*		215	720-3500	582	720	
2		34ks 09/07/18 Volleyball Ref 34ks mileage	6.48*		215	720-3500	582	720	
19329	44760S	4878 ANNETTE SMITH ELECTRIC INC	338.00						
1		970 09/05/18 mod outlet,mech room grnd	338.00*		201	100-2600	440		
19330	44778S	1650 MEADOW GOLD GREAT FALLS	272.80						
1		476544 08/30/18 Milk	112.78*		201	910-3100	630		
2		475715 08/23/18 Milk	112.78*		201	910-3100	630		
3		40022117 08/20/18 Milk	112.78*		201	910-3100	630		
4		460391 04/19/18 Milk credit	-20.12*		201	910-3100	630		
5		60200125 05/24/18 Milk Credit	-45.42*		201	910-3100	630		
19331	44773S	1451 L & P GROCERY	122.12						
1		02-397003 09/04/18 FCS groceries	6.25	9474	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		02-397090 09/04/18 FCS groceries	73.53	9474	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
3		01-613159 09/05/18 FCS groceries	8.77	9474	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
4		01-613711 09/06/18 Custodial supplies	8.57*		201	100-2600	610		
5		02-397003 09/04/18 Freshmen bbq burgers	25.00*		201	100-2300	800		
19332	44763S	4827 CITI BUSINESS VISA-Costco	7.96						
1		c98162 09/05/18 FCS Groceries	7.96	9473	201	999			
		CITI VISA- BUSINESS-Costco							
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
19334	44777S	2431 MCCAULEY, STEVE	50.00						
1		08/24/18 Refrigerator	50.00*		201	100-1511	610		
19335	44770S	157 HARDWARE HANK	453.84						
1		101951 07/02/18 painting supplies	135.31*		201	100-2600	610		
2		101961 07/02/18 elec tape	3.98*		201	100-2600	610		
3		101969 07/02/18 paint	38.99*		201	100-2600	610		
4		102115 07/10/18 masking tape	16.98*		201	100-2600	610		
5		102129 07/10/18 tile adhesive, tape	34.97*		201	100-2600	610		
6		102372 07/20/18 tape, paint	48.97*		201	100-2600	610		
7		102375 07/20/18 credit	-1.50*		201	100-2600	610		
8		102473 07/25/18 bulbs	17.98*		201	100-2600	610		
9		102489 07/26/18 knife and blades	7.28*		201	100-2600	615		
10		102586 07/30/18 ammonia	2.99*		201	100-2600	610		
11		102582 07/30/18 paint, and supplies	170.22*		201	100-2600	610		
12		101999 07/05/18 paint supplies	36.45*		201	100-2600	610		
13		102428 07/23/18 mirror adhesive	4.49*		201	100-2600	610		
14		various credits	-63.27*		201	100-2600	610		

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19336	44770S	157 HARDWARE HANK	639.30					
1		102754 08/06/18 brushes	28.48*		201	100-2600	615	
2		102773 08/07/18 staples	7.98*		201	100-2600	610	
3		102769 08/07/18 paint supplies	68.95*		201	100-2600	610	
4		102802 08/08/18 torx screws	25.30*		201	100-2600	610	
5		102811 08/08/18 plastic anchors	5.29*		201	100-2600	610	
6		102848 08/09/18 paint and supplies	122.94*		201	100-2600	610	
7		102845 08/09/18 herbicide, bleach, plumbing	74.43*		201	100-2600	610	
8		102856 08/09/18 plumbing	50.90*		201	100-2600	615	
9		102875 08/10/18 bits	9.98*		201	100-2600	615	
10		102999 08/13/18 oil change,filter,plug mower	41.77*		201	100-2600	615	
11		102932 08/13/18 paint	16.99*		201	100-2600	610	
12		102969 08/14/18 wall anchor	5.98*		201	100-2600	610	
13		103006 08/15/18 plumbing supplies	12.79*		201	100-2600	610	
14		102990 08/15/18 elec. tape, plumbing	49.79*		201	100-2600	610	
15		102998 08/15/18 plumbing	31.95*		201	100-2600	610	
16		103052 08/17/18 tap	4.99*		201	100-2600	615	
17		103049 08/17/18 hacksaw blades	11.47*		201	100-2600	615	
18		103066 08/17/18 bracket and hooks	22.46	9468	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1511-610-						
19		103234 08/28/18 c batteries	17.49*		201	100-2600	610	
20		103255 08/30/18 broom/squeege	14.98*		201	100-2600	615	
21		103256 08/30/18 gorilla glue	11.99*		201	100-2600	610	
22		103302 08/31/18 nut/sleeve	2.40*		201	100-2600	610	
19337	44765S	2717 CITY OF BOULDER	1,409.97					
1		Aug18 09/05/18 water tennis court	34.16*		201	100-2600	421	
2		Aug18 09/05/18 Sewer tennis court	47.84*		201	100-2600	421	
3		Aug18 09/05/18 water outdoor classroom	15.97*		201	100-2600	421	
4		Aug18 09/05/18 water	546.56*		201	100-2600	421	
5		Aug18 09/05/18 sewer	765.44*		201	100-2600	421	
19338	44769S	1086 GIULIO DISPOSAL SERVICES, INC.	155.00					
1		745 08/31/18 Disposal	155.00*		201	100-2600	431	
19339	44767S	859 EPES SOFTWARE, INC.	126.00					
1		renewal 09/01/01 student accounting software	126.00*		201	100-2400	680	
19340	44775S	1579 MARC	441.79					
1		0645035-in 08/30/18 disinfectants, screens	441.79*		201	100-2600	610	
19341	44761S	385 BOULDER MONITOR & JEFFERSON CO.	14.50					
1		23527 08/02/18 budget posting	14.50*		201	100-2500	540	



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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
19342	44791S	5211 MADRAZO, PHIL	104.88						
1		VBanaconda 09/13/18 VB Ref	96.00*		215	720-3500	582	720	
2		VBanaconda 09/13/18 VB Ref mileage	8.88*		215	720-3500	582	720	
19343	44787S	5212 BURGMAN, DALE	157.21						
1		VBanaconda 09/13/18 VB Ref	108.00*		215	720-3500	582	720	
2		VBanaconda 09/13/18 VB Ref mileage	49.21*		215	720-3500	582	720	
19344	44792S	5213 RILLEY, REBEL	116.88						
1		VBanaconda 09/13/18 VB Ref	108.00*		215	720-3500	582	720	
2		VBanaconda 09/13/18 VB Ref mileage	8.88*		215	720-3500	582	720	
19345	44788S	5100 FOSTER, JACK G	143.91						
1		VBWhitehal 09/15/18 VB Ref	108.00*		215	720-3500	582	720	
2		VBWhitehal 09/15/18 VB Ref mileage	35.91*		215	720-3500	582	720	
19346	44789S	5097 GAUB, KACI	114.48						
1		VBWhitehal 09/15/18 VB Ref	108.00*		215	720-3500	582	720	
2		VBWhitehal 09/15/18 VB Ref mileage	6.48*		215	720-3500	582	720	
19347	44790S	5214 JEFFERSON LOCAL DEVELOPMENT CORP	80.00						
1		411 08/21/18 Annual dinner	40.00*		201	100-2400	582		
2		411 08/21/18 Annual dinner	40.00*		201	100-2400	582		
19348	44819S	1645 VERIZON WIRELESS	400.02						
Inadvertent use of data will be paid back,thus, I used account 190 - accounts receivable.									
1		9814059009 09/05/18 counselor	30.02*		201	100-2100	530		
2		9814059009 09/05/18 counselor	370.00		201	190			
19349	44812S	4637 Mastercard	118.82						
1		e47135 08/07/18 shelf support	3.49	9531	201	999		910	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-610-910									
2		e55519 08/16/18 insul foam, hardware	24.19	9531	201	999		910	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-610-910									
3		e57920 08/20/18 bookcase wood, etc	17.67	9531	201	999		910	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-610-910									
4		e50629 08/11/18 bookcase wood, etc	73.47	9531	201	999		910	
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-610-910									
19350	44812S	4637 Mastercard	110.00						
1		r342271811 08/21/18 VBall courses	110.00*		201	720-3500	582		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
19351	44813S	4786 MC Mastercard	2,430.19						
1		4301855 07/31/18 Electronic class minor eq MUSICIAN'S FRIEND PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	188.00	9541	201	999		910	
2		42962235b 07/31/18 Electronic class minor eq MUSICIAN'S FRIEND PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	90.00	9541	201	999		910	
3		43079204 08/08/18 Electronic class minor eq MUSICIAN'S FRIEND PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	120.00	9541	201	999		910	
4		43133798 08/11/18 Electronic class minor eq MUSICIAN'S FRIEND PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	619.99	9541	201	999		910	
5		43201359 08/14/18 Electronic class minor eq MUSICIAN'S FRIEND PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	72.00	9541	201	999		910	
6		43236108 08/15/18 Electronic class minor eq MUSICIAN'S FRIEND PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	40.00	9541	201	999		910	
7		6434163 08/22/18 label prot,bk covers,card DEMCO PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-610-	130.51	9472	201	999			
8		6434163 08/22/18 book supplies OFFICE SUPPLY.COM PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228	19.59	9220	215	999		228	
9		241 08/27/18 math software OFFICE SUPPLY.COM PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228	20.00	9220	215	999		228	
10		42959619b 08/03/18 Electronic class minor eq MUSICIAN'S FRIEND PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	43.00	9541	201	999		910	
11		171418 08/31/13 book OFFICE SUPPLY.COM PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228	83.10	9220	215	999		228	
12		43690612 09/02/18 Electronic class minor eq MUSICIAN'S FRIEND PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	976.01	9541	201	999		910	
13		43690612 09/02/18 drama/music equipment MUSICIAN'S FRIEND PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	27.99	9542	201	999		910	
19352	44812S	4637 Mastercard	1,816.10						
1		31542228 08/28/18 garment bags PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	469.50	9544	201	999		910	
2		s28242495 08/28/18 choral risers PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910	1,346.60	9544	201	999		910	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj	
19353	44813S	4786 MC Mastercard	640.71					
1		wa31024570 08/29/18 lumber,glue,stain,filler, HOME DEPOT CREDIT SERVICES	219.32	9494	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-						
2		58574 08/31/18 lumber HELENA HARDWOODS	245.60	9496	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-						
3		130829 08/31/18 tools HARBOR FREIGHT	175.79	9495	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-660-						
19354	44812S	4637 Mastercard	9,089.00					
1		819349 07/26/18 4.3 Oct Marimba	3,599.00	9540	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910						
2		819584 07/31/18 Digital piano	5,000.00	9544	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-730-910						
3		820056 08/08/18 Digital piano	490.00	9544	201	999		910
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-730-910						
19355	44813S	4786 MC Mastercard	390.74					
1		038517 07/13/18 timming bat OFFICE SUPPLY.COM	129.51	9220	215	999		228
		PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-228						
2		038517 07/13/18 Art supplies BAILEY'S CERAMIC SUPPLY	255.50	9477	201	999		
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1140-610-						
3		038517 07/13/18 art HOME DEPOT	5.73	9224	215	999		236
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-236						
19356	44813S	4786 MC Mastercard	1,114.54					
1		7300214 08/31/18 speaker,bridge,batteries AMAZON.COM	40.90*	9576	228	100-1000		615
2		5564217 08/29/18 speaker,bridge,batteries AMAZON.COM	27.79*	9576	228	100-1000		615
3		6410628 08/29/18 speaker,bridge,batteries AMAZON.COM	20.59*	9576	228	100-1000		615
4		2027426 08/29/18 speaker,bridge,batteries AMAZON.COM	40.00*	9576	228	100-1000		615
5		2280246 08/13/18 speaker,bridge,batteries AMAZON.COM	279.18*	9576	228	100-1000		615
6		3602611 08/13/18 speaker,bridge,batteries AMAZON.COM	246.08*	9576	228	100-1000		615
7		8041057 08/09/18 speaker,bridge,batteries AMAZON.COM	200.00*	9576	228	100-1000		615
8		jzxl04 08/17/18 chrome licenses	260.00*		228	100-1000		680

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
19357	44809S	1451 L & P GROCERY	45.08						
1		01-618554 09/12/18 FCS groceries	31.61	9474	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
2		1-622197 09/17/18 FCS groceries partial invoice	13.47	9474	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-							
19358	44802S	5185 GALE PUBLISHING	1,250.00						
1		64660686 08/31/18 Academic OneFile	1,250.00	9489	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-680-							
19359	44793S	3766 ACADIA MONTANA	3,973.56						
1		2155584 09/10/18 Altacare	746.14*		215	280-1000	330	524	
2		2167918 09/17/18 Altacare	3,227.42*		215	280-1000	330	524	
19360	44809S	1451 L & P GROCERY	10.47						
1		01-619116 09/13/18 bleach	10.47*		201	100-2600	610		
19361	44797S	608 CAROLINA BIOLOGICAL	116.60						
1		50318376 06/26/18 Thermometers, pipettes	116.60	9458	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
19362	44796S	385 BOULDER MONITOR & JEFFERSON CO.	27.00						
1		09/13/18 subscription	27.00*		201	100-2220	650		
19363	44794S	3330 ACTE - Asso. for Career & Tech.	300.00						
1		renewal 09/01/18 CTE membership business	145.00*		215	451-1000	810	261	
2		renewal 09/01/18 CTE membership FCS	155.00*		215	451-1000	810	261	
19364	44804S	1211 INNOVATIONS ASSOCIATES	155.00						
1		4080 09/15/18 current events weekly	139.00	9486	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1571-650-							
2		4080 09/15/18 current events weekly	16.00*		201	100-1640	650		
19365	44801S	4065 FOLLET SOFTWARE COMPANY	432.60						
1		1327805 09/01/18 site license renewal	420.00	9491	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-680-							
2		1327805 09/01/18 site license renewal	12.60*		201	100-2220	680		
19366	44799S	4449 EARTHWALK	1,385.00						
1		20181185 09/07/18 chromebook cart	1,385.00*	9557	228	100-1000	660		
19367	44816S	1737 NORTHWESTERN ENERGY	3,008.47						
1		Aug18 09/04/18 Electricity	2,267.64*		201	100-2600	412		
2		Aug18 09/04/18 Electricity tax	445.05*		201	100-2600	412		
3		Aug18 09/04/18 Gas	240.18*		201	100-2600	411		
4		Aug18 09/04/18 Gas tax	55.60*		201	100-2600	411		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
19368	44808S	4700 KLASS, KARSON	65.00						
1		61 08/01/18 GBB coach clinic	65.00*		201	720-3500	582		
19369	44811S	5211 MADRAZO, PHIL	104.88						
1		manhattan 09/21/18 VB Manhattan Ref	96.00*		215	720-3500	330	720	
2		manhattan 09/21/18 VB Manhattan Ref miles	8.88*		215	720-3500	330	720	
19370	44800S	4940 FABATZ, ANNA	157.21						
1		manhattan 09/21/18 VB Manhattan Ref	108.00*		215	720-3500	330	720	
2		manhattan 09/21/18 VB Manhattan Ref miles	49.21*		215	720-3500	582	720	
19371	44803S	5096 HUCKEY, SUSAN	116.88						
1		manhattan 09/21/18 VB Manhattan Ref	108.00*		215	720-3500	330	720	
2		manhattan 09/21/18 VB Manhattan Ref miles	8.88*		215	720-3500	582	720	
19372	44810S	5074 LUNDIN, BRIAN	95.91						
1		manhattan 09/21/18 FTBL Ref	60.00*		215	720-3500	330	720	
2		manhattan 09/21/18 FTBL Ref miles	35.91*		215	720-3500	582	720	
19373	44814S	5215 MCANALLY, EDWARD	66.48						
1		manhattan 09/21/18 FTBL Ref	60.00*		215	720-3500	330	720	
2		manhattan 09/21/18 FTBL Ref MILES	6.48*		215	720-3500	582	720	
19374	44798S	5216 DALLAS, CURT	66.48						
1		manhattan 09/21/18 FTBL Ref	60.00*		215	720-3500	330	720	
2		manhattan 09/21/18 FTBL Ref MILES	6.48*		215	720-3500	582	720	
19375	44795S	5104 ALMENDINGER, ERIC	66.48						
1		manhattan 09/21/18 FTBL Ref	60.00*		215	720-3500	330	720	
2		manhattan 09/21/18 FTBL Ref miles	6.48*		215	720-3500	582	720	
19376	44807S	5065 JACOBSON, BRIAN	66.48						
1		manhattan 09/21/18 FTBL Ref	60.00*		215	720-3500	330	720	
2		manhattan 09/21/18 FTBL Ref miles	6.48*		215	720-3500	582	720	
19377	44805S	4672 ITC INFORMATION TECHNOLOGY CORE	16,304.00						
1		131905 07/12/18 CAD computers 16	16,050.00	9521	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-660-910							
2		131905 07/12/18 CAD computers 16	254.00*		228	100-1000	660		
19378	44808S	4700 KLASS, KARSON	35.00						
1		r991339005 08/19/18 Coaching fundamentals	35.00*		201	720-3500	582		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
19379	44817S	4761 PEAK 1 ADMINISTRATION	300.00						
1		63572 09/15/18 Cobra Admin yearly	300.00*		201	100-1000	260		
19380	44818S	2021 PEARSON EDUCATION	20.00						
1		7026452602 09/11/18 Math XL	20.00*	9574	201	100-1442	680		
19381	44806S	3374 J.W.PEPPER & SON, INC.	85.00						
1		03569019 05/11/18 Music	85.00	9475	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1470-610-							
19382	44815S	4375 NEOPOST USA INC	200.36						
1		56089222 09/12/18 Postage meter	200.36*		201	100-2400	532		
19383	44820S	5201 GUARDIAN LIFE INSURANCE COMPANY OF	57.58						
1		4october 1 09/13/18 foster premiums	57.58		289	675			
19384	44821S	899 360* OFFICE SOLUTIONS	36.71						
1		252148-0 08/10/18 pens,markers,push pins	19.17	9464	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
2		252148-0 08/10/18 Biology supplies	17.54	9319	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
19385	44834S	1650 MEADOW GOLD GREAT FALLS	377.28						
1		477258 09/06/18 Milk	87.92*		201	910-3100	630		
2		60201430 09/20/18 Milk	178.25*		201	910-3100	630		
3		60201313 09/13/18 Milk	111.11*		201	910-3100	630		
19386	44835S	4754 NORRIS, MELISSA	163.44						
1		09/10/18 Accompanist 9.08@\$18	163.44*		201	710-3500	330		
19387	44839S	612 SUPPLYWORKS	172.96						
1		455072785 09/14/18 cleaner	172.96*		201	100-2600	610		
19388	44831S	1451 L & P GROCERY	19.09						
1		01-618292 09/12/18 Biology supplies	19.09	9466	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610-							
19389	44833S	1608 MASBO	90.00						
1		6205 08/28/18 veteran's workshop	90.00*		201	100-2500	582		
19390	44821S	899 360* OFFICE SOLUTIONS	111.00						
1		72210 09/17/18 copier contract	111.00*		201	100-2400	440		

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19391	44825S	4716 DAKOTA SUPPLY GROUP INC	199.89						
1		E179702 09/19/18 faucets	199.89*		201	100-2600	615		
19392	44836S	4557 ROCKLER WOODWORKING AND HARDWARE	771.22						
1		5540258 09/14/18 shipping	5.58	9255	215	999		236	
		PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-236							
2		5540258 09/14/18 control board,router supp	765.64*	9575	215	451-1641	660	261	
19393	44827S	5160 INFINITE CAMPUS	92.65						
1		020062 09/17/18 travel expenses	92.65	9443	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-680-910							
19394	44822S	3766 ACADIA MONTANA	3,713.25						
1		2179220 09/24/18 Altacare	3,713.25*		215	280-1000	330	524	
19395	44830S	5217 KINZIE, JON	97.21						
1		swgrass 10/01/18 Ftball JV Ref	48.00*		215	720-3500	582	720	
2		swgrass 10/01/18 Ftball JV Ref mileage	49.21*		215	720-3500	582	720	
19396	44837S	5205 SNYDER, CHRIS	56.88						
1		swgrass 10/01/18 Ftball JV Ref	48.00*		215	720-3500	582	720	
2		swgrass 10/01/18 Ftball JV Ref miles	8.88*		215	720-3500	582	720	
19397	44826S	5203 GALLAGHER, BRYCE	56.88						
1		swgrass 10/01/18 Ftball JV Ref	48.00*		215	720-3500	582	720	
2		swgrass 10/01/18 Ftball JV Ref miles	8.88*		215	720-3500	582	720	
19398	44823S	5135 CAPRARA, KEATON	56.88						
1		swgrass 10/01/18 Ftball JV Ref	48.00*		215	720-3500	582	720	
2		swgrass 10/01/18 Ftball JV Ref miles	8.88*		215	720-3500	582	720	
19399	44838S	4370 STURDEVANT, DANIEL	13.07						
1		09/24/18 postage	13.07*		201	100-2400	532		
19400	44828S	4326 INTERNATIONAL ACADEMY OF SCIENCE	2,000.00						
1		57161 06/07/18 Acellus licenses	2,000.00*		201	100-1000	680		
19401	44829S	1377 JOHNSON CONTROLS	384.00						
1		20455770 09/04/18 fire alarm monitoring	384.00*		201	100-2600	440		
19402	44824S	4827 CITI BUSINESS VISA-Costco	250.00						
1		18fcex2807 08/07/18 Internship class 5 Parsons	250.00*		201	390-1710	321		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
19404	44832S	4222 LITT'L JOHNN'S SEPTIC SERVICE	170.00					
1		47594 09/07/18 Portapotty for XC	170.00*		201	720-3500	440	
19405	44824S	4827 CITI BUSINESS VISA-Costco	1,011.90					
1		3794473599 05/23/18 class	1,011.90*		201	100-1000	321	
		# of Claims	94	Total:	90,798.58			
			90,798.58					



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19406	44841S	4538 ALLTEMP HEATING AND COOLING, INC.	144.28					
1		7194 10/01/18 furnace maintenance	144.28*		201	100-2600	440	
19407	44845S	385 BOULDER MONITOR & JEFFERSON CO.	54.00					
1		23676 09/25/18 Meeting posting	5.00*		201	100-2500	330	
2		23676 09/25/18 coaching positions ad	49.00*		201	720-3500	540	
19408	44872S	4557 ROCKLER WOODWORKING AND HARDWARE	101.97					
1		5559266 09/25/18 drill press, saw cart.,da	48.96	9449	215	999		252
	PO Accounting	(Org/Prog/Func/Obj/Proj: -451-1641-660-252						
2		5559266 09/25/18 control board,router supp	53.01*	9575	215	451-1641	660	261
19409	44854S	5220 ERICKSON, DELANE	83.91					
1		SWGJV 10/01/18 FTball Ref	48.00*		215	720-3500	330	720
2		SWGJV 10/01/18 FTball Ref miles	35.91*		215	720-3500	582	720
19410	44864S	5058 MERRICK, JOSEPH	54.48					
1		SWGJV 10/01/18 FTball Ref	48.00*		215	720-3500	330	720
2		SWGJV 10/01/18 FTball Ref miles	6.48*		215	720-3500	582	720
19411	44867S	4954 OTTMAN, CODY	54.48					
1		SWGJV 10/01/18 FTball Ref	48.00*		215	720-3500	330	720
2		SWGJV 10/01/18 FTball Ref Miles	6.48*		215	720-3500	582	720
19412	44875S	4924 STRUBLE, CRAIG	54.48					
1		SWGJV 10/01/18 FTball Ref	48.00*		215	720-3500	330	720
2		SWGJV 10/01/18 FTball Ref miles	6.48*		215	720-3500	582	720
19413	44862S	5221 McKENNA, JACKIE	213.71					
1		VBTourney 10/06/18 VBTourney ref	164.50*		215	720-3500	330	720
2		VBTourney 10/06/18 VBTourney ref miles	49.21*		215	720-3500	582	720
19414	44844S	5099 BORDELEAU, DENISE LYNN	173.38					
1		VBTourney 10/06/18 VBTourney ref	164.50*		215	720-3500	330	720
2		VBTourney 10/06/18 VBTourney ref miles	8.88*		215	720-3500	582	720
19415	44856S	5061 FOLEY, MIKE	173.38					
1		VBTourney 10/06/18 VBTourney ref	164.50*		215	720-3500	330	720
2		VBTourney 10/06/18 VBTourney ref miles	8.88*		215	720-3500	582	720
19416	44871S	5063 RIES, JOHN	173.38					
1		VBTourney 10/06/18 VBTourney ref	164.50*		215	720-3500	330	720
2		VBTourney 10/06/18 VBTourney ref miles	8.88*		215	720-3500	582	720

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
19417	44870S	5222 PETTIT, JENNY	213.71						
1		VBTourney 10/06/18 VBTourney ref	164.50*		215	720-3500	330	720	
2		VBTourney 10/06/18 VBTourney ref miles	49.21*		215	720-3500	582	720	
19418	44866S	5098 O'MARA, KAYLA	173.38						
1		VBTourney 10/06/18 VBTourney ref	164.50*		215	720-3500	330	720	
2		VBTourney 10/06/18 VBTourney ref miles	8.88*		215	720-3500	582	720	
19419	44858S	5091 GRIMSRUD, VERN	200.41						
1		VBTourney 10/06/18 VBTourney ref	164.50*		215	720-3500	330	720	
2		VBTourney 10/06/18 VBTourney ref miles	35.91*		215	720-3500	582	720	
19420	44847S	5071 CLINE, ROBERT	170.98						
1		VBTourney 10/06/18 VBTourney ref	164.50*		215	720-3500	330	720	
2		VBTourney 10/06/18 VBTourney ref miles	6.48*		215	720-3500	582	720	
19421	44843S	5223 ALTHOF, PATSY	170.98						
1		VBtourney 10/06/18 VB Tourney Ref	164.50*		215	720-3500	330	720	
2		VBtourney 10/06/18 VB Tourney Ref miles	6.48*		215	720-3500	582	720	
19422	44861S	5072 KAMINSKI, CHARMAYNE	170.98						
1		VBtourney 10/06/18 VB Tourney Ref	164.50*		215	720-3500	330	720	
2		VBtourney 10/06/18 VB Tourney Ref miles	6.48*		215	720-3500	582	720	
19423	44849S	5093 COX, TRAVERS	170.98						
1		VBtourney 10/06/18 VB Tourney Ref	164.50*		215	720-3500	330	720	
2		VBtourney 10/06/18 VB Tourney Ref miles	6.48*		215	720-3500	582	720	
19424	44874S	5094 SICKERSON, LAWRENCE	200.41						
1		VBtourney 10/06/18 VB Tourney Ref	164.50*		215	720-3500	330	720	
2		VBtourney 10/06/18 VB Tourney Ref miles	35.91*		215	720-3500	582	720	
19425	44869S	5224 PAIGE, RAY	137.98						
1		VBTourney 10/06/18 VB Tourney Ref	131.50*		215	720-3500	330	720	
2		VBTourney 10/06/18 VB Tourney Ref miles	6.48*		215	720-3500	582	720	
19426	44877S	4926 WING, CLYDE	137.98						
1		VBTourney 10/06/18 VB Tourney Ref	131.50*		215	720-3500	330	720	
2		VBTourney 10/06/18 VB Tourney Ref miles	6.48*		215	720-3500	582	720	
19427	44852S	5226 DINSDALE, TAYLOR	137.98						
1		VBTourney 10/06/18 VB Tourney Ref	131.50*		215	720-3500	330	720	
2		VBTourney 10/06/18 VB Tourney Ref miles	6.48*		215	720-3500	582	720	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
19428	44868S	5227 OTTMAN, DEVYN	137.98						
1		VBTourney 10/06/18 VB Tourney Ref	131.50*		215	720-3500	330	720	
2		VBTourney 10/06/18 VB Tourney Ref miles	6.48*		215	720-3500	582	720	
19429	44848S	5095 COX, CAYLOR	137.98						
1		VBTourney 10/06/18 VB Tourney Ref	131.50*		215	720-3500	330	720	
2		VBTourney 10/06/18 VB Tourney Ref miles	6.48*		215	720-3500	582	720	
19430	44876S	5228 SWAN, AMANDA	137.98						
1		VBTourney 10/06/18 VB Tourney Ref	131.50*		215	720-3500	330	720	
2		VBTourney 10/06/18 VB Tourney Ref miles	6.48*		215	720-3500	582	720	
19431	44842S	5104 ALMENDINGER, ERIC	66.48						
1		FBWhitehal 10/05/18 FB Ref	60.00*		215	720-3500	330	720	
2		FBWhitehal 10/05/18 FB Ref miles	6.48*		215	720-3500	582	720	
19432	44851S	5216 DALLAS, CURT	66.48						
1		FBWhitehal 10/05/18 FB Ref	60.00*		215	720-3500	330	720	
2		FBWhitehal 10/05/18 FB Ref miles	6.48*		215	720-3500	582	720	
19433	44859S	5060 HAUER, DERRICK	66.48						
1		FBWhitehal 10/05/18 FB Ref	60.00*		215	720-3500	330	720	
2		FBWhitehal 10/05/18 FB Ref miles	6.48*		215	720-3500	582	720	
19434	44864S	5058 MERRICK, JOSEPH	66.48						
1		FBWhitehal 10/05/18 FB Ref	60.00*		215	720-3500	330	720	
2		FBWhitehal 10/05/18 FB Ref miles	6.48*		215	720-3500	582	720	
19435	44873S	4888 SHAW, SHANE JOEL	95.91						
1		FBWhitehal 10/05/18 FB Ref	60.00*		215	720-3500	330	720	
2		FBWhitehal 10/05/18 FB Ref miles	35.91*		215	720-3500	582	720	
19436	44850S	631 CRESCENT ELECTRIC SUPPLY CO. s505596020 09/18/18 bulbls	46.08						
1			46.08*		201	100-2600	615		
19437	44863S	1650 MEADOW GOLD GREAT FALLS 60201547 09/24/18 Milk	201.44						
1			201.44*		201	910-3100	630		
19438	44855S	3698 EVERGREEN IRRIGATION	680.00						
1		427 07/17/18 Football sprinkler repair	210.00*		201	100-2600	440		
2		095w 07/17/18 sprinkler winterization	470.00*		201	100-2600	440		

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19439	44865S	5230 MT Federation of Public Employees	150.00						
1		106 09/25/18 Para Training	150.00*	9577	201	280-1000	321		
19440	44846S	4827 CITI BUSINESS VISA-Costco	976.55						
1		65 08/30/18 UM Class fieldwork	976.55*		201	100-1000	321		
19441	44853S	4449 EARTHWALK	370.00						
1		20180949 08/06/18 chromebook cart	370.00*	9557	228	100-1000	660		
19442	44860S	1250 INDEPENDENT RECORD	311.25						
1		08/07/18 39 week subscription	311.25*		201	100-2220	650		
19443	44857S	1002 GENERAL DISTRIBUTING	200.00						
1		00673273 08/30/18 argon,o2,acetylene	200.00	9498	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610-							
19444	44840S	899 360* OFFICE SOLUTIONS	5,349.00						
1		244544-1 09/18/18 round tables	1,690.00	9516	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-910-							
2		244544-1 09/18/18 rectangle table	169.00	9516	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-910-							
3		244544-1 09/18/18 tables 10X169	1,690.00	9535	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-910							
4		244603-0 07/20/18 office furniture safety	400.00	9511	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-910							
5		244603-0 07/20/18 office furniture safety	600.00	9511	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2400-660-910							
6		244603.1 08/13/18 office furniture safety	800.00	9511	201	999		910	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-910							
19445	44879S	5091 GRIMSRUD, VERN	191.91						
1		townsend 10/04/18 VB Ref	156.00*		215	720-3500	330	720	
2		townsend 10/04/18 VB Ref Miles	35.91*		215	720-3500	582	720	
19446	44878S	5223 ALTHOF, PATSY	162.48						
1		townsend 10/04/18 VB Ref	156.00*		215	720-3500	330	720	
2		townsend 10/04/18 VB Ref Miles	6.48*		215	720-3500	582	720	
19447		321 BRUCO, INC	196.53						
1		374414 09/28/18 cleaning supplies	196.53*		201	100-2600	610		
19448		1086 GIULIO DISPOSAL SERVICES, INC.	155.00						
1		775 10/01/18 disposal	155.00*		201	100-2600	431		

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
19449		3766 ACADIA MONTANA	7,260.94					
1		2205263 10/01/18 alta care	4,025.61*		215	280-1000	330	524
2		2217496 10/08/18 alta care	3,235.33*		215	280-1000	330	524
19450		157 HARDWARE HANK	209.12					
1		103833 09/28/18 Biology supplies	21.94	9468	201	999		
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1511-610-						
2		103516 09/13/18 insect spray	12.48*		201	100-2600	610	
3		103820 09/28/18 plumbing supplies	18.98*		201	100-2600	615	
4		103808 09/28/18 electrical supplies	7.45*		201	100-2600	615	
5		103796 09/27/18 antifreeze, key	34.38*		201	100-2600	610	
6		103785 09/27/18 cleaning supplies	101.95*		201	100-2600	615	
7		103374 09/06/18 mechanical supplies	11.94*		201	100-2600	610	
19451		1086 GIULIO DISPOSAL SERVICES, INC.	360.00					
1		783 10/01/18 roll off disposal	360.00*		201	100-2600	431	
19452		4061 MSU-SCIENCE/MATH RESOURCE CENTER	325.00					
1		209 09/11/18 science olympiad team	325.00*		201	710-3400	582	
19453		1737 NORTHWESTERN ENERGY	5,175.40					
1		september 10/01/18 electric service	3,738.41*		201	100-2600	412	
2		september 10/01/18 gas	496.25*		201	100-2600	411	
3		september 10/01/18 electric tax	791.61*		201	100-2600	412	
4		september 10/01/18 gas tax	149.13*		201	100-2600	411	
19454		5201 GUARDIAN LIFE INSURANCE COMPANY OF	172.09					
1		10/15/18 Hohenthal Ins	114.51		289	675		
2		10/15/18 Foster Ins	57.58		289	675		
19455		4374 UNITED STATES POSTAL SERVICE	3,000.00					
1		10/10/18 Postage	3,000.00*		201	100-2400	532	
19456		3481 MT DOJ CRIMINAL RECORDS	54.50					
1		114236 09/04/18 kathryn sullivan	27.25*		201	100-2300	800	
2		114237 09/04/18 katherine synness	27.25*		201	100-2300	800	
19457		2717 CITY OF BOULDER	1,312.00					
1		september 10/04/18 water	546.56*		201	100-2600	421	
2		september 10/04/18 sewer	765.44*		201	100-2600	421	
19458		2717 CITY OF BOULDER	1,409.97					
1		september 10/04/18 water	546.56*		201	100-2600	421	
2		september 10/04/18 sewer	765.44*		201	100-2600	421	
3		september 10/04/18 water outdoor	15.97*		201	100-2600	421	
4		september 10/04/18 water tennis complex	34.16*		201	100-2600	421	
5		september 10/04/18 sewer tennis complex	47.84*		201	100-2600	421	

10/11/18  
17:10:53

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 10/18

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Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj		
19459		1377 JOHNSON CONTROLS	200.90						
1		1-79344745 10/03/18 furnace maitnance	200.90*		201	100-2600	440		
19460		2607 MCGRAW-HILL SCHOOL EDUCATION	2,897.91						
1		1055735650 09/30/18 algebra books	2,897.91*		201	100-1000	640		
# of Claims		55	Total:	35,311.06					
			35,311.06						